

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 25 (x2)

Duration: 1hr 48min +

Meeting Details

Date:	15/10/2020
Venue:	Microsoft Teams
Attendees:	Jack Williams Julian Rizzo Theodore Politis Dulshan Kodithuwakku Ghaida Alharb
Apologies:	N/A

Information / Decisions

No.	Item
1	Merging all refactoring branches to developer to prepare for deployment
2	Updating bug tracking document to reflect latest changes to code
3	Acceptance test coverage, sprint 5 review and sprint 5 retro documentation was finalised to prepare for submission, as well as the following documentation: <ul style="list-style-type: none">• Project Report• Overall Readme• Bug tracking• Stage gate evidence• Burndownchart
4	Deployment to AWS of version v1.1.0

Action Items

No.	Item	Who	By
1	Film the presentation for the final submission (Saturday @ 2pm)	All	17/10/20