Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 4

Duration: 48 min

Meeting Details

Date:	10/08/2020
Venue:	Microsoft Teams
Attendees:	Jack Williams Julian Rizzo Theodore Politis Dulshan Kodithuwakku Ghaida Alharbi
Apologies:	N/A

Information / Decisions

No.	Item
1	Cleaning up Sprint backlog
2	Finalise sprint item assignments, each team member was assigned to a specific task that was identified for each specific backlog item (Items 2, 3, 4, 5, 6, 13, 14)

Action Items

No.	Item	Who	By
1	Acceptance tests for teams corresponding items	All	14/08/20
2	Definitions of Done (Thursday meeting)	All	14/08/20
3	Front end development (login and signup pages)	Julian	14/08/20
4	Login validation + password handling	Theo	14/08/20
5	Email handling and regex	Jack	14/08/20
6	Address handling and regex	Ghaida	14/08/20
7	First/Last name handling and regex	Dulshan	14/08/20

 See Sprint Backlog for detailed task assignments:
https://rmiteduau.sharepoint.com/:x:/r/sites/SEPTTEAM423/_layouts/15/Doc.aspx?sourcedoc=%7B3C1D3BB9-C04C-4142-9B79-7060BDF79526%7D&file=Sprint%20Backlog%20Template.xlsx&action=default&mobileredirect=true