Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 19

Duration: 45min

Meeting Details

Date:	28/09/2020
Venue:	Microsoft Teams
Attendees:	Jack Williams Julian Rizzo Theodore Politis Dulshan Kodithuwakku Ghaida Alharb
Apologies:	N/A

Information / Decisions

No.	Item
1	Finalising task allocations for sprint 4, adding more items to the sprint backlog with specified tasks,
2	Tasks must be updated on TRELLO to reflect changes to sprint backlog. Must be kept up to date.
3	JSON Web Tokens may be pushed into next sprint depending on ease of implementation.
4	Await new features to be released by Product Owner (Sachin).
5	Refactoring period to come following the current sprint.

Action Items

No.	Item	Who	By
1	As an owner i would like to set the roster 1 week in advance so my workers can know their availability	Ghaida	4/10/20
2	As a worker I would like access to my profile so that I can see my assigned working hours.	Ghaida	4/10/20
3	As an Administrator I want to be able to edit employee information so that employee information is kept up to date.	Julian	4/10/20
4	As an employee i want to set my availability for each day so that i can schedule time off for myself	Jack	4/10/20

5	MISC (Kubernetes, CD, Bug tracking)	Theo	4/10/20
6	As an owner i would like the client to not be able to cancel a booking withing 48 hours so that my employees can better prepare	Dulshan	4/10/20
7	As a business provider I want to add my business trading hours so that customers don't book outside active trading hours.	Dulshan	4/10/20
8	Peer review to be completed by WEDNESDAY MIDNIGHT if not already done so	All	30/09/20