Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 3

Duration: 50min

## Meeting Details

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| Date: | 02/08/2020 |
| Venue: | Microsoft Teams |
| Attendees: | Julian Rizzo  Theodore Politis  Dulshan Kodithuwakku  Ghaida Alharbi |
| Apologies: | Jack Williams |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Finalising acceptance tests |
| 2 | Preparing local machines for development (Installing IDE’s etc.) |
| 3 | Assigning sprint no. To each item in product backlog |
| 4 | First sprint to be all account handling |
| 5 | Second sprint to be all booking handling |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Sprint planning doc finalised (Monday meeting) | All | 10/08/20 |
| 2 | Collate documents for submission zip file | All | 16/08/20 |
| 3 | Acceptance criteria for all of Sprint 01 (ID 2, 13 and 14) | Theo, Julian | 13/08/20 |
| 4 | Product backlog Grooming | Theo | 09/08/20 |
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