Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 4

Duration: 48 min

## Meeting Details

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| --- | --- |
| 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>