Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 5

Duration: 1hr 50min

## Meeting Details

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| Date: | 13/08/2020 (THURSDAY meeting) |
| Venue: | Microsoft Teams |
| Attendees: | Jack Williams  Julian Rizzo  Theodore Politis  Dulshan Kodithuwakku  Ghaida Alharbi  Guest: Sachin |
| Apologies: | N/A |

## Information / Decisions

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| No. | Item |
| 1 | Assigning priority levels to all items in the product backlog based on the scale (High, moderate, low). |
| 2 | Documentation for the teams Sprint Retrospective (sprint 0)   * Things that went well for the team * Things that could have gone better * Things that surprised the team during the setup phase of the major project * Lessons learnt + final thoughts to improve performance for future sprints |
| 3 | Identified main areas of issue were initial confusion from SprintBoot, Git-Flow process |
| 4 | A future focus will need to be placed on developmental skills, particularly regarding frameworks in use (SprintBoot, REACT.js) and the MVC design patterns. |
| 5 | Meeting schedule will remain as THURSDAY and SUNDAY meetings, adequate time between meetings identified. |
| 6 | Improvement needed to improve daily communication frequency, even in the form of a quick check-in on the Microsoft Teams chat. |
| 7 | Joined by Sachin towards the end of the meeting to run through Sprint 0 documentation. |

## Action Items

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| No. | Item | Who | By |
| 1 | Connect Bootstrap library to REACT framework | Julian | 16/08/20 |
| 2 | Further research into REST and Microservices | All |  |
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