

Meeting Minutes

Weekly Meeting with Supervisor

Meeting No: 8

Meeting Details

Date:	19/08/2020
Venue:	Microsoft Teams
Attendees:	Ujj Barta Axel Devara Jacob Kumar Frankie Lay Abhiraj Singh Wailam Yip
Apologies:	N/A

Information / Decisions

No.	Item
1	Sprint retro meeting

Action Items

No.	Item	Who	By
1	N/A	N/A	N/A

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Weekly Meeting with team

Meeting No: 9

Meeting Details

Date:	26/08/2020
Venue:	Microsoft Teams
Attendees:	Axel Devara Jacob Kumar Frankie Lay Abhiraj Singh Wailam Yip
Apologies:	N/A

Information / Decisions

No.	Item
1	Daily stand-up meeting
2	Product backlog grooming
3	Sprint backlog grooming

Action Items

No.	Item	Who	By
1	Product backlog grooming	Frankie Lay	26/08/2020
2	Sprint backlog grooming	Frankie Lay	26/08/2020

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Weekly Meeting with Supervisor

Meeting No: 10

Meeting Details

Date:	26/08/2020
Venue:	Microsoft Teams
Attendees:	Ujj Barta Axel Devara Jacob Kumar Frankie Lay Abhiraj Singh Wailam Yip
Apologies:	N/A

Information / Decisions

No.	Item
1	Sprint planning meeting
2	Reviewed product backlog
3	Identified sprint tasks
4	Assigned sprint tasks

Action Items

No.	Item	Who	By
1	Product backlog grooming	Frankie Lay	27/09/2020
2	Spring backlog grooming	Frankie Lay	27/08/2020
3	Create wireframe for all screens	Abhiraj Singh	28/08/2020
4	Continue backend development	Scrum Team	22/09/2020

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Weekly Meeting with Supervisor

Meeting No: 11

Meeting Details

Date:	09/09/2020
Venue:	Microsoft Teams
Attendees:	Ujj Barta Axel Devara Jacob Kumar Frankie Lay Abhiraj Singh Wailam Yip
Apologies:	N/A

Information / Decisions

No.	Item
1	Reviewed wireframes
2	Discussed frontend design and UI
3	Discussed progress for backend development

Action Items

No.	Item	Who	By
1	Unit testing	Scrum Team	16/09/2020
2	Continue frontend development	Scrum Team	22/09/2020
3	Continue backend development	Scrum Team	22/09/2020

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Weekly Meeting with team

Meeting No: 12

Meeting Details

Date:	15/09/2020
Venue:	Microsoft Teams
Attendees:	Axel Devara Jacob Kumar Frankie Lay Wailam Yip
Apologies:	Abhiraj Singh

Information / Decisions

No.	Item
1	Daily stand-up meeting
2	Reviewed frontend unit testing
3	Reviewed backend unit testing
4	Reviewed frontend development progress
5	Reviewed backend development progress

Action Items

No.	Item	Who	By
1	Continue frontend development	Scrum Team	22/08/2020
2	Continue backend development	Scrum Team	22/08/2020

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Weekly Meeting with Supervisor

Meeting No: 13

Meeting Details

Date:	16/09/2020
Venue:	Microsoft Teams
Attendees:	Ujj Barta Axel Devara Jacob Kumar Frankie Lay Abhiraj Singh
Apologies:	Wailam Yip

Information / Decisions

No.	Item
1	Sprint review
2	Unit testing review

Action Items

No.	Item	Who	By
1	Continue frontend development	Scrum Team	22/08/2020
2	Continue backend development	Scrum Team	22/08/2020

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Weekly Meeting with team

Meeting No: 14

Meeting Details

Date:	20/09/2020
Venue:	Microsoft Teams
Attendees:	Axel Devara Jacob Kumar Frankie Lay Wailam Yip
Apologies:	Abhiraj Singh

Information / Decisions

No.	Item
1	Daily stand-up meeting
2	Reviewed frontend development progress
3	Reviewed backend development progress

Action Items

No.	Item	Who	By
1	Continue frontend development	Scrum Team	22/08/2020
2	Continue backend development	Scrum Team	22/08/2020
3	AWS deployment	Waiam Yip	22/08/2020
4	CircleCi integration	Frankie Lay	22/08/2020

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Weekly Meeting with team

Meeting No: 15

Meeting Details

Date:	21/09/2020
Venue:	Microsoft Teams
Attendees:	Axel Devara Jacob Kumar Frankie Lay Abhiraj Singh Wailam Yip
Apologies:	N/A

Information / Decisions

No.	Item
1	Daily stand-up meeting
2	Reviewed frontend development progress
3	Reviewed backend development progress

Action Items

No.	Item	Who	By
1	Continue frontend development	Scrum Team	22/08/2020
2	Continue backend development	Scrum Team	22/08/2020
3	AWS deployment	Wailam Yip	22/08/2020
4	CircleCi integration	Frankie Lay	22/08/2020
5	Acceptance tests	Abhiraj Singh	22/08/2020

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Weekly Meeting with team

Meeting No: 16

Meeting Details

Date:	22/09/2020
Venue:	Microsoft Teams
Attendees:	Axel Devara Jacob Kumar Frankie Lay Abhiraj Singh Wailam Yip
Apologies:	N/A

Information / Decisions

No.	Item
1	Daily stand-up meeting
2	Application review

Action Items

No.	Item	Who	By
1	N/A	N/A	N/A