Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 3

## Meeting Details

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| --- | --- |
| Date & Time: | 04/08/2020 18:30 |
| Venue: | Microsoft teams |
| Attendees: | Mohamad Ali  Matthew Elliott  Ann Mary George  Liam McShane |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Showing links to resources to the Product owner, adding him to Github repository |
| 2 | Showing user story cards to product owner |
| 3 | Discussion about work required for sprint 1 |
| 4 | Planning each subtask and when it needs to be completed by |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Change name of Trello board so that it is more descriptive | Ann Mary George | 11/8/2020 |
| 2 | Determine team strengths and weaknesses to aid in task designation | Dev team | 7/8/2020 |
| 3 | Research technologies that will be used by the team | Dev team | 7/8/2020 |
| 4 | Planning poker | Dev team | 7/8/2020 |
| 5 | Code application framework | Dev team | 9/8/2020 |
| 6 | Code review | Dev team | 10/8/2020 |
| 7 | APIs finalised | Dev team | 13/8/2020 |
| 8 | Unit tests | Dev team | 13/8/2020 |
| 9 | API review | Dev team | 13/8/2020 |
| 10 | Unit test reviews | Dev team | 13/8/2020 |