Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 4

## Meeting Details

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| --- | --- |
| Date: | 10/08/2020 |
| Venue: | Microsoft Teams |
| Attendees: | Matthew Elliott  Ann Mary George  Liam McShane |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Talked about what has been achieved since last meeting |
| 2 | Review of last meetings Action items |
| 3 | Discussion of what is required for milestone 1 |
| 4 | Revision of timeline for milestone 1 with the different understanding of what is required |
| 5 | Discussion of any questions for Product Owner |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Write plans for API | Everyone | 11/8/2020 |
| 2 | Create unit tests | Everyone | 11/8/2020 |
| 3 | Review and edit user story cards | Everyone | 11/8/2020 |
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