Meeting Minutes

# Weekly Meeting with 6.TUES-18.30-3/Mr Mohammad Ali

# Meeting No: 3

## Meeting Details

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| Date: | 11/08/2020 |
| Venue: | Microsoft Teams |
| Attendees: | Oscar Ling  Indirakshi Sreeram  Andhika Rakha  Yuepeng Du  Mr Mohammad Ali |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Went over clickup sprint 1 backlog  . Modified it |
| 2 | Went over scrum backlog for sprint 1 |
| 3 | Tutor checked clickup sprint 1 and went over what needs to be covered |
| 4 | Reviewed acceptance test for submission |
| 7 | Oscar to set up next meeting |

## Action Items

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| No. | Item | Who | By |
| 1 | 1. User Stories criterion on sprint 1 | Oscar Ling | 15/08/2020 |
| 2 | 1. Transfer meeting minutes to template given 2. Transfer user stories onto sprint 1 3. Backlog planning | Indirakshi Sreeram | 15/08/2020 |
| 3 | Architecture/ design description. Continue working on code | Andhika Rakha and Yuepeng Du | 15/08/2020 |