# Meeting Minutes

## Weekly Meeting with team/Supervisor

## Meeting No:  7

## Meeting Details

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|---|---|
| Date: | 18/08/2020 |
| Venue: | Microsoft Teams |
| Attendees: | Andy Chung<br>Yue Sun<br>Sai Yang<br>Mohamad Ali |
| Apologies: | Andrew Pratt (Absent)<br>Jamal Ibaida (Absent) |

## Information / Decisions

| No. | Item |
|---|---|
| 1 | Practicing Sprint Standups with Mohamad and general practices |
| 2 | Create an automated Build |
| 3 | Continuous Integration pipeline |
| 4 | Feedback of sprint planning by Mohamad Ali |
| 5 | Review Milestone 1 |

## Action Items

| No. | Item | Who | By |
|---|---|---|---|
| 1 | Sprint backlog | All | 20/08/2020 |
| 2 | Planning notes | All | 20/08/2020 |
| 3 | Unit tests | All | 20/08/2020 |