

31/7 Meeting Minutes

Attendees: Shreya, Anthony, Catherine, Jeremy, Stephanie

Absent: None

Date: 31/07/20

Agenda Items

1. Discuss progress on User Stories
2. Discuss requirements for Week 3 Progress Marks

Discussion Summary

- Advised everyone to check in at least once a day on the Teams channel to show proof of communication. Meeting from now on will be recorded.
- Decided to create a User Story folder to hold all the user stories for ease of marking, and that each member should write at minimum 2 stories which should be in the table format specified in the document 'UserStories template'. User stories should be fairly simple in order to make sprints more manageable.
- Each team member is to update the readme with their name and student number and push to GitHub.
- Discussed updating Trello to adhere to Scrum style format
- Decided to meet again on Monday at 8:30pm to discuss finished user stories. Stephanie to schedule a meeting on Teams.