

# Meeting Minutes

## Weekly Meeting with team

## Meeting No: 7

### Meeting Details

Date:	22/09/2020
Venue:	MS Teams
Attendees:	Sachin, Rylee, Josh, Kaye
Apologies:	N/A

### Information / Decisions

No.	Item
1	PR for Booking frontend has been opened, pending approval
2	Need to conduct Sprint 2 Retro
3	Need to decide on backlog items to include for Sprint 3
4	Requirement elaboration on booking service management
5	Can consider migrating to MySQL but if it's too much work, it's not needed
6	Recommended tasks to include in sprint 3 backlog: Admin - must add workers and their available times + Workers - can sign in and submit available times (template)
7	Must mention issues faced with CircleCI integration on the Sprint 2 retrospective document

### Action Items

No.	Item	Who	By
1	Attend Sprint 3 planning and Sprint 2 retro meetings	All	22/09/2020
2	Start work on Sprint 3 tasks	All	22/09/2020
3	Work on documentation for Milestone 2 submission	All	22/09/2020