# Meeting Minutes

## Weekly Meeting with team/Supervisor

## Meeting No:  1
## Meeting Details

| | |
|---|---|
| Date: | 29/07/2020 6.30PM to 8.30PM |
| Venue: | MSTeams |
| Attendees: | Neil Kennedy<br>**Moditha Sulakshana**<br>**Boyan Yao**<br>Michael Anning |
| Apologies: | N/A |

## Information / Decisions

| No. | Item |
|---|---|
| 01 | Figure out the time for our daily meetings. |
| 02 | Mode of communication |
| 03 | Setup of Github |
| 04 | Setup of Clickup |
| 05 | Discuss about everyone's strong area in the subject. |

## Action Items

| No. | Item | Who | By |
|---|---|---|---|
| 01 | Record of meeting minutes | Moditha | Moditha |
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# Meeting Minutes

## Weekly Meeting with team/Supervisor

## Meeting No:  2
### Meeting Details

| Date: | 02/08/2020 6.30PM to 8.30PM |
|---|---|
| Venue: | MSTeams |
| Attendees: | Neil Kennedy<br><br>**Moditha Sulakshana**<br><br>**Boyan Yao**<br><br>Michael Anning |
| Apologies: | N/A |

## Information / Decisions

| No. | Item |
|---|---|
| 01 | Breakdown of milestone requirements |
| 02 | Read through the assignment spec to identify the product backlog. |
| 03 | Niel set's up the click up with product backlog |
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## Action Items

| No. | Item | Who | By |
|---|---|---|---|
| 01 | Write down 4 user stories | Micheal | Micheal |
| 02 | Assigned as Scrum Master | Niel | Everyone |
| 03 | Write down 4 user stories | Moditha | Moditha |
| 04 | Write down 4 user stories | Niel | Niel |
| 05 | Write down 4 user stories | Boyan | Boyan |

# Meeting Minutes

## Weekly Meeting with team/Supervisor

## Meeting No:  3
## Meeting Details

| Date: | 05/08/2020 6.30PM to 8.30PM |
|---|---|
| Venue: | MSTeams |
| Attendees: | Neil Kennedy<br>**Moditha Sulakshana**<br>**Boyan Yao**<br>Michael Anning |
| Apologies: | N/A |

## Information / Decisions

| No. | Item |
|---|---|
| 01 | Go through the lab requirements |
| 02 | Assigned tasks by the product owner added to the Sprint 0 |
| 03 | Distribution of tasks among the members |
| 04 | Discussion of improving the user stories we have. |
| | |

## Action Items

| No. | Item | Who | By |
|---|---|---|---|
| 01 | Record of meeting minutes | Moditha | Moditha |
| 02 | Wireframes for the UI | Boyan | Niel |
| 03 | Login UI and Signup UI in React | Moditha | Moditha |
| 04 | Backend API's and testing | Niel | Niel |
| 05 | Backend Booking API | Micheal | Micheal |

# Meeting Minutes

## Weekly Meeting with team/Supervisor

## Meeting No:  4
## Meeting Details

| Date: | 09/08/2020 6.30PM to 8.30PM |
|---|---|
| Venue: | MSTeams |
| Attendees: | Neil Kennedy<br><br>**Moditha Sulakshana**<br><br>**Boyan Yao**<br><br>Michael Anning |
| Apologies: | N/A |

## Information / Decisions

| No. | Item |
|---|---|
| 01 | Going through the delivery of work by each member and giving suggestions. |
| 02 | Members having issues with running the backend code was adhered to and fixed. |
| 03 | A talk session on how everyone's doing and discussing any team issues. |
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## Action Items

| No. | Item | Who | By |
|---|---|---|---|
| 01 | Record of meeting minutes | Moditha | Moditha |
| 02 | Unit tests for the API's | Niel | Niel |
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# Meeting Minutes

## Weekly Meeting with team/Supervisor

## Meeting No:  5
### Meeting Details

| Date: | 12/08/2020 6.30PM to 8.30PM |
|---|---|
| Venue: | MSTeams |
| Attendees: | Neil Kennedy<br>**Moditha Sulakshana**<br>**Boyan Yao**<br>Michael Anning |
| Apologies: | N/A |

## Information / Decisions

| No. | Item |
|---|---|
| 01 | Tests for the API's for this sprint delivered by Niel |
| 02 | Wireframes for the tasks delivered by Boyan |
| 03 | Front – end code and RESTApi for this sprint delivered by Moditha |
| 04 | Product owners gives new tasks for the Sprint 1 |
| | |

## Action Items

| No. | Item | Who | By |
|---|---|---|---|
| 01 | Record of meeting minutes | Moditha | Moditha |
| 02 | Booking Dashboard | Boyan | Boyan |
| 03 | RESTApi for Booking and front-end components. | Moditha | Moditha |
| 04 | Booking end points and tests | Micheal | Micheal |
| 05 | View employees and admin endpoints | Neil | Niel |
| 06 | Update user details for all users endpoints | Niel | Niel |

# Meeting Minutes

## Weekly Meeting with team/Supervisor

## Meeting No:  6
### Meeting Details

| | |
|---|---|
| Date: | 16/08/2020 6.30PM to 8.30PM |
| Venue: | MSTeams |
| Attendees: | Neil Kennedy<br><br>**Moditha Sulakshana**<br><br>**Boyan Yao**<br><br>Michael Anning |
| Apologies: | N/A |

## Information / Decisions

| No. | Item |
|---|---|
| 01 | Getting all the documents together getting ready for submission |
| 02 | Delivery of meeting minutes document and Sprint documents from Moditha |
| 03 | Submission of the assignment milestone 1. |
| 04 | Implementing session and database from Neil for the next Sprint. |
| | |

## Action Items

| No. | Item | Who | By |
|---|---|---|---|
| 01 | Record of meeting minutes | Moditha | Moditha |
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