

Meeting Minutes for both Sprints 1 and 2

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	26/08/2020 6.30PM to 8.30PM
Venue:	MSTeams
Attendees:	Neil Kennedy Moditha Sulakshana Boyan Yao Michael Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Identify tasks for the sprint with product owner
02	Break down and allocating tasks to each member via ClickUp

Action Items

No.	Item	Who	By
01	Record of meeting minutes	Moditha	Next Week.
02	Work on booking backend	Neil and Micheal	02/09/2020
03	Work on booking front end	Moditha	02/09/2020
04	Work on test cases for React	Boyan	02/09/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 2

Meeting Details

Date:	30/08/2020 6.30PM to 8.30PM
Venue:	MSTeams
Attendees:	Neil Kennedy Moditha Sulakshana Boyan Yao Michael Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Discuss issues with the team on current structure and build
02	Update team mates on everyone's progress so far in the Sprint

Action Items

No.	Item	Who	By
01	Record of meeting minutes	Moditha	Next Week.
02	Continue work on booking backend	Neil and Micheal	02/09/2020
03	Continue work on booking front end	Moditha	02/09/2020
04	Continue work on test cases for React	Boyan	02/09/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 3

Meeting Details

Date:	06/09/2020 6.30PM to 8.30PM
Venue:	MSTeams
Attendees:	Neil Kennedy Moditha Sulakshana Boyan Yao Michael Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Backend code was reviewed by the team for booking
02	Moditha ran a demo session for the front-end application
03	Team discuss on improvements

Action Items

No.	Item	Who	By
01	Fix errors in the backend booking API	Micheal	09/09/2020
02	Continue work on the backend services	Neil	09/09/2020
03	Continue work on booking implementation	Moditha	09/09/2020
04	Working on testing React	Boyan	09/09/2020
			09/09/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 4

Meeting Details

Date:	09/09/2020 6.30PM to 8.30PM
Venue:	MSTeams
Attendees:	Neil Kennedy Moditha Sulakshana Boyan Yao Michael Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Going through the delivery of work by each member and giving suggestions.
02	Sprint review session with the scrum master and product owners
03	Demo session to the product to display current progress

Action Items

No.	Item	Who	By
01	Record of meeting minutes	Moditha	Next Week
02	MySQL implementation	Niel	13/09/2020
03	Documentation	Micheal	13/09/2020
04	Implement Admin Front-End and CircleCI	Moditha	13/09/2020
05	React Unit Testing	Boyan	13/09/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 5

Meeting Details

Date:	14/08/2020 6.30PM to 8.30PM
Venue:	MSTeams
Attendees:	Neil Kennedy Moditha Sulakshana Boyan Yao Michael Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Update progress on the current Sprint to team members
02	Issues with the backend was addressed by the front-end for the sprint.

Action Items

No.	Item	Who	By
01	Record of meeting minutes	Moditha	16/09/2020
02	Continue work on Password hashing and MySQL database	Neil	16/09/2020
03	Fixed issues addressed in the backend	Micheal	16/09/2020
04	Continue work on Front-end admin	Moditha	16/09/2020
05	Continue React Unit Testing	Boyan	16/09/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 6

Meeting Details

Date:	16/09/2020 6.30PM to 8.30PM
Venue:	MSTeams
Attendees:	Neil Kennedy Moditha Sulakshana Boyan Yao Michael Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Finalized the Sprint 2 and discussed with the team members
02	Sprint Review session with scrum master and product owners.
03	Full Demo session of Sprint 1 and 2 with product owners
04	Show the unit testing as lab requirements

Action Items

No.	Item	Who	By
01	Record of meeting minutes	Moditha	Done
02	Work on AWS and MySQL intergration	Neil	20/09/2020
03	Work on Circle-CI deployment	Moditha	20/09/2020
04	Continue work on the documentation	Micheal	20/09/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 7

Meeting Details

Date:	20/09/2020 6.30PM to 8.30PM
Venue:	MSTeams
Attendees:	Neil Kennedy Moditha Sulakshana Boyan Yao Michael Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Finalize the documents and files for the Milestone 2 submission
02	Discuss issues we have with AWS and Circle-Cl
03	Contribute to task contribution and updating Click-up

Action Items

No.	Item	Who	By
01	Record of meeting minutes	Moditha	Done
02	Finalize work for the milestone submission	Everyone	21/09/2020