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 **Moditha Sulakshana** **Boyan Yao** 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	Next Week.

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 **Moditha Sulakshana** **Boyan Yao** 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	Neil set's up the click up with product backlog

Action Items

No.	Item	Who	By
01	Write down 4 user stories	Micheal	05/08/2020
02	Assigned as Scrum Master	Niel	05/08/2020
03	Write down 4 user stories	Moditha	05/08/2020
04	Write down 4 user stories	Niel	05/08/2020
05	Write down 4 user stories	Boyan	05/08/2020

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 **Moditha Sulakshana** **Boyan Yao** 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	Next Week.
02	Wireframes for the UI	Boyan	07/08/2020
03	Login UI and Signup UI in React	Moditha	12/08/2020
04	Backend API's and testing	Niel	12/08/2020
05	Backend Booking API	Micheal	12/08/2020

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 **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	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.

Action Items

No.	Item	Who	By
01	Record of meeting minutes	Moditha	Next Week
02	Unit tests for the API's	Niel	15/08/2020

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 **Moditha Sulakshana** **Boyan Yao** 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	Next Week
02	Booking Dashboard	Boyan	26/08/2020
03	RESTApi for Booking and front-end components.	Moditha	26/08/2020
04	Booking end points and tests	Micheal	26/08/2020
05	View employees and admin endpoints	Neil	26/08/2020
06	Update user details for all users endpoints	Niel	26/08/2020

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 **Moditha Sulakshana** **Boyan Yao** 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.

Action Items

No.	Item	Who	By
01	Record of meeting minutes	Moditha	Done
02	Implement Session and Database	Neil	26/08/2020