Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	23/09/2020 6:30PM to 8:30 PM
Venue:	MS Teams
Attendees	Neil Kennedy Moditha Sulakshana Boyan Yao Micheal Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Discuss issues and tasks we have left for the project
03	Break down tasks for the sprint and allocate for each group member.
04	Organize and add tasks to Click-up

Action Items

No.	Item	Who	By
01	Record of meeting minutes	Moditha	Done
02	Working on employee bookings backend	Neil and Micheal	27/09/2020
03	Working on employee schedule page Frontend	Boyan	27/09/2020
04	Working on Block out times slots	Moditha	27/09/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 2

Meeting Details

Date:	27/09/2020 6:30PM to 8:30 PM
Venue:	MS Teams
Attendees	Neil Kennedy Moditha Sulakshana Boyan Yao Micheal Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Identify tasks for the sprint with product owner
02	Discuss formats and issues with the team and on the current structure and build
03	Breakdown and allocating tasks to each member via Click up

Action Items

No.	Item	Who	By
01	Record of meeting minutes	Moditha	Done
02	Working on employee schedules backend	Neil and Micheal	04/10/2020
03	Working on employee upcoming bookings page Frontend	Boyan	30/09/2020
04	Working on cancel bookings for customers	Moditha	30/09/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 3

Meeting Details

Date:	30/09/2020 6:30PM to 8:30 PM
Venue:	MS Teams
Attendees	Neil Kennedy
	Moditha Sulakshana
	Boyan Yao
	Micheal Anning
Apologies:	

Information / Decisions

No.	Item
01	Backend code was reviewed by the team for employee bookings
02	Moditha ran a demo session for the application
03	Team discuss on improvements and issues

Action Items

No.	Item	Who	By
01	Fix errors in the backend employee booking	Micheal	04/10/2020
02	Implement a ECS using docker images in ECR	Neil	04/10/2020
03	Make new sign up page for front end	Moditha	04/10/2020
04	Continue working on employee schedule front end	Boyan	04/10/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 4

Meeting Details

Date:	04/10/2020 6:30PM to 8:30 PM
Venue:	MS Teams

Attendees	Neil Kennedy
	Moditha Sulakshana
	Boyan Yao
	Micheal Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Sprint review with scrum master and product owner
02	Identify issues for employee schedule interaction with front end
03	Go through the progress made on each task for each member
04	Demo session for progress of the current application

Action Items

No.	Item	Who	By
01	Record of meeting minutes	Moditha	Next Week
02	Add get schedule endpoint	Neil	07/10/2020
03	Allow a booking's status to be set to Complete	Micheal	07/10/2020
04	Implement about us and contact us pages	Moditha	07/10/2020
05	Working on inserting employee upcoming bookings to frontend	Boyan	07/10/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 5

Meeting Details

Date:	07/10/2020 6:30PM to 8:30 PM
Venue:	MS Teams

Attendees	Neil Kennedy
	Moditha Sulakshana
	Boyan Yao
	Micheal Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Update progress on the current Sprint to team members
02	Issues on backend regarding returning bookings that are not 7 days old
03	Issues on backend regarding employee schedule by the front end for this sprint

Action Items

No.	Item	Who	By
01	Recording of meeting minutes	Moditha	Done
02	Continue working on updating employee schedule on the backend	Neil	11/10/2020
03	Continue working on react calendar and react table for front end	Boyan	11/10/2020
04	Working on employee edit for admin	Moditha	11/10/2020
05	Add cancel booking function on backend	Micheal	11/10/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 6

Meeting Details

Date:	11/10/2020 6:30PM to 8:30 PM
Venue:	MS Teams
Attendees	Neil Kennedy

	Moditha Sulakshana
	Boyan Yao
	Micheal Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Finalize the sprint 3 and discuss with team members
02	Sprint review session with scrum master and product owners
03	Full demo session of the current application with product owners

Action Items

No.	Item	Who	By
01	Record of meeting minues	Moditha	Done
02	Add update-employee endpoint	Neil	14/10/2020
03	Insert employee schedules to the front end	Moditha	14/10/2020
04	Continue working on AWS	Neil	14/10/2020
05	Fix endpoint issues to interact with front end	Micheal	14/10/2020

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 8

Meeting Details

Date:	14/10/2020 6:30PM to 8:30 PM
Venue:	MS Teams
Attendees	Neil Kennedy
	Moditha Sulakshana

	Boyan Yao Micheal Anning
Apologies:	N/A

Information / Decisions

No.	Item
01	Finalize work and discuss issues remain
02	Prepare for milestone submission
03	Project demo with product owner
04	Breakdown milestone 3 submission details

Action Items

No.	Item	Who	By
01	Document meeting minutes	Boyan	16/10/2020
02	Fix issues left for times slots for employee schedule	Moditha	16/10/2020
03	Organize milestone submission tasks and specifications	Neil	16/10/2020
04	Finalize work on backend and AWS	Neil and Micheal	16/10/2020
05	Starting on reports and presentation	Everyone	16/10/2020