# Meeting Minutes: 45 minutes

## Weekly Meeting with team

## Meeting No:  2

## Meeting Details

| Date: | 03/08/2021 |
|---|---|
| Venue: | Microsoft Teams |
| Attendees: | Mac Arriero<br>Aditya Kerhalkar<br>Jehan Perera<br>Abdulrahman Ali |
| Apologies: | Rohan Poorun |

## Information / Decisions

| No. | Item |
|---|---|
| 1 | User stories and acceptance criteria to be completed by the tutorial time |
| 2 | DOD to be done during and after the Thursday tutorial – as per week3 module checklist |
| 3 | Implementation of Pair Programming |
| 4 | Everyone to take part with Wireframe development |
| | |

## Action Items

| No. | Item | Who | By |
|---|---|---|---|
| 1 | Transfer User stories to the user stories doc | Everyone | Everyone |
| 2 | Transfer User stories to Product Backlog | Mac | Mac |
| 3 | Ask about which wireframe tool during the tutorial | Tutor | Mac |
| 4 | Priority and Effort Rating | Everyone | Abdul |
| 5 | Abdul (Lead developer) to think about role assignment for the developers | Abdul | Abdul |