

Meeting minutes: 1 Hour and 28 mins

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	29/7/2021
Venue:	Microsoft teams
Attendees:	Mac Arriero s3812132 - Scrum Master and development team Jehan Perera s3720135 - Development team Aditya Kerhalkar s3844647 - Development team Abdulrahman Ali s3763122 - Lead Developer Rohan Poorun s3843078 - Development team
Apologies:	N/A

Information / Decisions

No.	Item
1	Daily scrum will not be performed unless we come across a communication issue in the future. In which case we may consider it, as a solution.
2	Tuesday 12.30pm (short weekly meetings) and Thursday after tutorial (1hr weekly meeting)

Action Items

No.	Item	Who	By
1	React to important messages (either by comment or emoji reactions).	Everyone	Everyone
2	Complete user stories and acceptance criteria on the user story template, by Tuesday!!!	Everyone	Everyone