Planning Meeting

XJCO2913 Software Engineering Group Project

BodyBuddy

Date: 22/03/2023

Start Time: 09:40

End Time: 10:10

Location: No.3 Teaching Building

Present: Pangyu Li, Jiayi Xie, Jingting Feng, Junzhe Wang, Xiaokang Ye, Pengchen Chen

Absent with Apologies: None

Absent without Apologies: None

Minutes: 30mins

AGENDA

Briefly recording the main topics discussed at this meeting.

1. Recording attendance and apologies.
2. Review the backlog carefully to understand the user stories.
3. Assigning tasks and estimating the time needed in Sprint 2.
4. Date and time of next meeting.

Notes: ......

TASKS

Descriptions	Who	When
Testing	Pangyu Li	23/3

Booking/Cancel booking	Xiaokang Ye	25/3
View timetable of facilities	Pengchen Chen	24/3
Pay membership fee	Jingting Feng	24/3
Pay activity fee	Jingting Feng	26/3
Receipt storing and printing	Pangyu Li	25/3
Send receipts by email	Jiayi Xie	25/3
Manage facilities and activities	Pangyu Li	25/3
Cancel membership	Jiayi Xie	27/3

> Kanban View: Quoted from the Kanban board.

此处为语雀内容卡片，点击链接查看：

https://se2023.yuque.com/nzigy2/cx76c6/de0m0ubq5pmzbesa?view=doc_embed

Date and Time of Next Meeting

Date: Pending

Time: Pending

Location: Pending