

# Meeting Minutes

## Weekly Meeting with team/supervisor

Meeting No: 04

### Meeting Details

Date:	13/08/2021
Venue:	Microsoft Teams
Attendees:	Shihab Sami, Ryan Dineth Samarakoon, Matthew Amos Woolley, Andrew Nhan Trong Tran
Apologies:	N/A

### Information / Decisions

No.	Item
1	Finalising definition of done
2	Decided on tool to use for wireframe
3	Finalizing Sprint Retro
4	Finalizing Wireframes
5	

### Action Items

No.	Item	Who	By
1	Wireframes	Team	Team
2	DoD	Shihab	Shihab
3	Contribution Sheet	Shihab	Shihab
4	Retro Sprint	Team	Team

**Minutes submitted by:** Andrew Nhan Trong Tran

**Minutes approved by:** Shihab Sami