Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| Date: | 6/08/2024 |
| Venue: | RMIT Building 56 |
| Attendees: | Francis Zaldarriaga  David Pham  Esmatullah Akhtary  Riveen Rushmal Perera  Sandesh Mann Mangat  Riveen Rushmal Perera |
| Apologies: | N/A  Sandesh Mann Mangat |
| Agenda | First Daily Stand up, go through preferred programming approach, user stories, definition of done as well as planning appropriate times to hold daily standup |

## Information / Decisions

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| No. | Item |
| 1 | Chose the pair programming approach, each pair will work on a section at a time – i.e. The group will be split up into 3 pairs and each pair will be working on a specific section of the project at a time |
| 2 | Discussed definition of done as a general criterion for how a task should look like when believed to be finished   * Francis said it’s considered done if it is fully implemented and passes all tests * Esmat said it needs to be documented |
| 3 | Discussed appropriate times to hold review, retro, and daily standups, Tue, Fri, Sat, Sun. |
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## Action Items

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| No. | Item | Who | By |
| 1 | Allocate all user stories | All | 09/08 |
| 2 | Establish clear understanding of major specification, write down any questions | All | 09/08 |
| 3 | Brainstorm ideas for user stories | All | 09 /08 |
| 4 | Look at example for Definition of done | Esmat, Francis | 09/08 |
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