Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 2

## Meeting Details

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| Date: | 09/08/2024 |
| Venue: | MS Teams |
| Attendees: | Francis Zaldarriaga  Renato Miguel Alvarez  David Pham  Riveen Rushmal Perera  Esmatullah Akhtary |
| Apologies: | N/A  Sandesh Mann Mangat |
| Agenda | Discussing and assigning work for user stories, interpreting definition of done and setting up the project board |

## Information / Decisions

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| No. | Item |
| 1 | Main prioritization is finishing off user stories |
| 2 | Assigned 3 user stories for each person |
| 3 | Unclear interpretation of Definition of Done. Francis and Esmat have started working on the DoD. Esmat has created a checklist for the DoD |
| 4 | David mentioned finishing up on his user stories and is currently working on the user story and acceptance criteria for the last feature for VetCare – Accessing educational resources  Riveen also mentioned working on his user stories and is currently working on the user story and acceptance criterias for UI/UX of VetCare.  Renato mentioned working on his user story and acceptance criteria for the login/account creation feature of the VetCare web application |
| 5 | Francis introduced the Product & Sprint 1 Backlog to the team and what the team must add to it |

## Action Items

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| No. | Item | Who | By |
| 1 | Clarify and finalise Definition of Done | Francis, Esmat | Aug 10 |
| 2 | Finish 3 user stories each | All | Aug 10-11 |
| 3 | Assign effort values and priority to each user story | All | Aug 11 |
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