Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 3

## Meeting Details

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| Date: | 10/08/2024 |
| Venue: | MS Teams |
| Attendees: | Francis Zaldarriaga  Renato Miguel Alvarez  David Pham  Esmatullah Akhtary |
| Apologies: | N/A  Sandesh Mann Mangat  Riveen Rushmal Perera |
| Agenda | Discussing definition of done format, user stories and their acceptance criterion, as well as roadblocks pertaining the user stories |

## Information / Decisions

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| No. | Item |
| 1 | Still a bit unsure about the format of the Definition of Done. Francis and Esmat are still currently working on the DoD |
| 2 | Problems with finding and incorporating user stories in one file |
| 3 | Some user stories quite similar, the team needs to cross check if any user stories overlap in the document.  Esmat mentioned working on user stories surrounding the medical records and educational resources feature.  Francis mentioned working on the user story and acceptance criterions for the online payment feature and receiving reminders for user’s appointments.  David mentioned still working on the user story and acceptance criterions for the accessing educational resources feature and has uploaded it.  Renato mentioned working on the user story and acceptance criterions for the accessing medical records feature and adding it to the document. |
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## Action Items

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| No. | Item | Who | By |
| 1 | Incorporate all user stories in one file | All | 11/08/24 |
| 2 | Cut down similar user stories into one story | All | 11/08/24 |
| 3 | Incorporate definition of done in one table | Esmat, Francis | 11/08/24 |
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