Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 4

## Meeting Details

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| Date: | 11/08/2024 |
| Venue: | MS Teams |
| Attendees: | Francis Zaldarriaga  David Pham  Esmatullah Akhtary  Renato Miguel Alvarez |
| Apologies: | N/A  Riveen Rushmal Perera  Sandesh Mann Mangat |
| Agenda | Review of user stories and document organisation, addressing document access issues and updating user stories and AC criterion |

## Information / Decisions

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| No. | Item |
| 1 | Esmat mentioned some of the user stories he had were similar to other user stories, so he removed the repeated user stories he had made |
| 2 | Some user stories were in different documents (due to problems mentioned below), so Francis mentioned he combined user stories and DoD all in one document |
| 3 | Problems with document on a member side (David) regarding accessing the document |
| 4 | Half of each member’s user stories + acceptance criteria added to doc (appointments, med records, etc) |
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## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Allocate all effort values to user stories | All | 13/08 |
| 2 | Make tasks for user stories | All | 15/08 |
| 3 | Add all user stories to backlog | All | 13 /08 |
| 4 | Crosscheck DoD with product owner | Francis, Esmat | 13/08 |
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