Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 5

## Meeting Details

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| Date: | 13/08/2024 |
| Venue: | RMIT Building 56 |
| Attendees: | Francis Zaldarriaga  Renato Miguel Alvarez  David Pham  Esmatullah Akhtary  Riveen Rushmal Perera |
| Apologies: | N/A  Sandesh Mann Mangat |
| Agenda | Discussion and feedback from PO of progress (DOD, User Stories and PB), refining user stories and discussion of daily standup time |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Product owner mentioned definition of done may have been too specific and could not be covered by all user stories/tasks |
| 2 | Francis proposed a supposed difficulty for pet registration for account management, thus effort values of account management was changed |
| 3 | Entire group agreed that days were too close together and therefore inconvenient, so daily standup days were changed to Mon, Tue, Thu, Fri |
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## Action Items

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| No. | Item | Who | By |
| 1 | Need to add tasks to product backlog | All | 15/08/24 |
| 2 | Definition of done needs to be refined | Francis | 14/08/24 |
| 3 | Create tasks for the user stories | All | 15/08/24 |
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