Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 7

## Meeting Details

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| Date: | 15/08/2024 |
| Venue: | MS Teams |
| Attendees: | Francis Zaldarriaga  Renato Miguel Alvarez  David Pham  Esmatullah Akhtary  Riveen Rushmal Perera |
| Apologies: | N/A  Sandesh Mann Mangat |
| Agenda | Catching up on pending tasks from the last meeting, adding user stories and epics to GitHub backlog, assigning SRS document sections to team members |

## Information / Decisions

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| No. | Item |
| 1 | Behind in few tasks from what was expected from last meeting (adding tasks to user stories) |
| 2 | Francis and Esmat redefined the Definition of Done based on feedback from product owner |
| 3 | The team have mentioned adding their user stories and epics into the GitHub product backlog and breaking up the user stories into tasks. |
| 4 | The team has been introduced to the SRS document and have begun discussions on how to divvy up the sections to each member. |
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## Action Items

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| No. | Item | Who | By |
| 1 | Assign 4-5 sections of the for SRS document to each member | All | 15/08/24 |
| 2 | Finish tasks for user stories | All | 16/08/24 |
| 3 | Create tasks for the user stories | All | 12/08/24 |
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