Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 6

## Meeting Details

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| Date: | 16/08/2024 |
| Venue: | MS Teams |
| Attendees: | Francis Zaldarriaga  David Pham  Esmatullah Akhtary  Riveen Rushmal Perera  Sandesh Mann Mangat |
| Apologies: | N/A  Renato Miguel Alvarez |
| Agenda | Finalizing effort and priority values, SRS task allocation, clarification of product types and scope for veterinary clinics and addressing confusion about multi-clinic requirements |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | All effort values and priority values done |
| 2 | All allocation for SRS tasks are done |
| 3 | Francis had some confusion on the nuance of products, i.e. unsure whether that means actual pet products such as pet toys and medication etc, or products regarding appointment services and prescriptions |
| 4 | Francis and David also had unclear understanding of requirements that need to cater for multiple veterinary clinics, the original thought process was that the website was for a singular veterinary clinic rather than multiple. |
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## Action Items

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| No. | Item | Who | By |
| 1 | Finish half SRS Tasks | All | 20/08 |
| 2 | Finish off review user story | Sandesh | 20/08 |
| 3 | Clarify with product owner on products and integration of veterinary clinics | Francis | 16/08 |
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