Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 9

## Meeting Details

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| Date: | 20/08/2024 |
| Venue: | RMIT Building 56 |
| Attendees: | Francis Zaldarriaga  David Pham  Esmatullah Akhtary  Riveen Rushmal Perera  Sandesh Mann Mangat  Riveen Rushmal Perera  Riveen Rushmal Perera  Sandesh Mann Mangat |
| Apologies: | N/A |
| Agenda | Review and discuss with PO status of work, this included backlog progress, user stories and SRS tasks |

Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Product Owner mentioned that the team needed a backlog for Sprint 0 |
| 2 | For better visibility and semantics, the product owner also noted that each PBI needed tags |
| 3 | Effort values are do not use the correct metrics, supposed to refer the number of days rather than values out of 100 |
| 4 | Meeting was quite short as it was at the end of the period and thus not all clarifications or doubts were able to be addressed. |
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## Action Items

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| No. | Item | Who | By |
| 1 | Finish sprint 0 backlog | Francis | 20/08 |
| 2 | Finish all SRS | All | 23/08 |
| 3 | Add all documents (Meeting Minutes, Sprint Planning to Github repo folder) | Francis | 20/08 |
| 4 | Revaluate effort values for each PBI and allocate | All | 20/08 |
| 5 | Email product owner to ammend short meeting and clarify doubts and concerns | Francis | 20/8 |