Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 14

## Meeting Details

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| Date: | 29/08/2024 |
| Venue: | MS Teams |
| Attendees: | Francis Zaldarriaga  David Pham  Esmatullah Akhtary  Riveen Rushmal Perera  Sandesh Mann Mangat  Riveen Rushmal Perera  Sandesh Mann Mangat |
| Apologies: | N/A |
| Agenda | First meeting of the sprint, |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Sandesh and Esmatullah are working together to explore how to link pages and apply Bootstrap for the front-end. |
| 2 | The team will focus on building basic, foundational elements of the site, such as a simple navigation bar, rather than detailed elements. |
| 3 | A reminder was given to complete the sign-in requirement for the first milestone, with a deadline on Sunday. |
| 4 | David and Riveen are collaborating on database schema tasks |
| 5 | Renato is researching and will follow up regarding appointment scheduling tasks. |

## Action Items

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| No. | Item | Who | By |
| 1 | Focus on completing the basic structure of the front page | Sandesh and Esmatullah | 31/08 |
| 2 | Collaborate on database schema development | David and Riveen | 31/08 |
| 3 | ensure the team completes the sign-in requirement by Sunday | Francis | 31/08 |
| 4 | Continue research and follow up on task delegation for appointment scheduling | Miguel | 31/08 |
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