Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| Date: | 6/08/2024 |
| Venue: | RMIT; Face to face |
| Attendees: | Tanisha  Bishr  Dev  Raksha  Shebahj |
| Apologies: | Connor Young |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Meeting with the client- Jyoti |
| 2 | **Appointment of roles**  Tanisha as Scrum Master  Dev Bakshi as Tech Lead  Bishr Sheik as Timekeeper |
| 3 | Setting up working environment; this includes- Teams, canvas group, Git repository for team, coding environment, etc. |
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## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Recap meeting to be held later in the day at 10pm | Everyone (Bishr informed group of absence) | 7/08/24 |
| 2 | User stories completed; ready to compile and review | Everyone | 10/08/24 |
| 3 | Familiarize self with the project requirement document | Everyone | 12/08/24 |
| 4 | Discuss and agree on team meeting times | Everyone | 12/08/24 |
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