Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 2

## Meeting Details

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| Date: | 07/08/2024 |
| Venue: | Online- Teams |
| Attendees: | Tanisha  Dev  Raksha  Shebahj |
| Apologies: | Bishr Sheik (informed prior)  Conor Young |

## Key points Discussed

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| No. | Item |
| 1 | **Project updates**  The meeting primarily focused on updating the team about the project and the next steps.  The main task for this week is to develop user stories. These stories should follow the INVEST principle (Independent, Negotiable, Valuable, Estimable, Small, Testable) and cover both essential and advanced features of the application. |
| 2 | **Project Specifications**  The user stories will help in refining functional and non-functional requirements, which will then contribute to the project backlog.  By the end of the week, everyone should have a well-defined user story board. These will be used to create wireframes and system design. |
| 3 | **Stand-up meetings**  Stand-up meetings are scheduled for Wednesdays, Saturdays, and Sundays. The team should focus on updates regarding user story progress and any issues encountered.  if members cannot attend a stand-up, they need to provide updates beforehand. |
| 4 | **Communication and collaboration**  All team members are required to join the Canvas and GitHub groups for the project.  User stories and other project documents should be shared in a centralized location for easy access and review. |
|  | Standup meetings to happen on the **following days at 10pm**: -Monday  -Wed  -Saturday  -Sundays |

## Action Items

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| No. | Item | Who | By |
| 1 | Start working on user stories, ensuring they cover primary features first before moving on to advanced features. | Everyone | 10/08/24 |
| 2 | Update and share progress regularly, especially if unable to attend stand-ups. | Everyone | 10/08/24 |
| 3 | Update the team about the meeting recording and ensure Fisher and Connor receive it. | Dev | - |
| 4 | Monitor progress on user stories and stand-up updates. | Tanisha | - |
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