Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| Date: | 10/08/2024 |
| Venue: | RMIT; Face to face |
| Attendees: | Tanisha  Bishr  Dev  Raksha  Shebahj  Connor Young |
| Apologies: | - |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | **Completion of user stories**  user stories to be completed by Tuesday  Team members are to finalize their respective user stories |
| 2 | **Familiarization with documents** Importance of getting familiar with the Software Requirements Specification (SRS) and Definition of Done (DoD) documents.  Action Item: Each member should review these documents to ensure alignment with project requirements. |
| 3 |  |
|  |  |
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## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Complete user stories by Tuesday | Everyone | Tuesday |
| 2 | Review SRS and DoD documents | Everyone | - |
| 3 | Attend a team meeting to stay updated and avoid falling behind | Everyone | - |