Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| Date: | 11/08/2024 |
| Venue: | RMIT; Face to face |
| Attendees: | Tanisha  Bishr  Dev  Raksha  Shebahj  Connor Young |
| Apologies: | - |

## Information / Decisions

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| No. | Item |
| 1 | **Inclusion of Connor**   Emphasis on the importance of Conor joining a meeting soon to stay updated.  Discussion on how Conor’s absence might lead to challenges in keeping up with the project workload. |
| 2 | **Review of Connor’s user stories** Noted that Conor uploaded the wrong file, which contained user stories for a demo scenario from the tutorial.  Clarified that user stories should be created for the Major Milestone 1 assignment instead. |
| 3 | **Review of Connor’s user stories** Reiterated the need to finish work by Tuesday and to seek Jyoti’s feedback on our approach.  Importance of ensuring that all members, including Conor, are on the same page before proceeding. |
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## Action Items

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| No. | Item | Who | By |
| 1 | Correct the uploaded user stories and prepare them based on the Major Milestone 1 assignment. | Connor | 12/08 |
| 2 | Ensure completion of assigned work by Tuesday. | Everyone | 13/08 |
| 3 | Discuss with Jyoti to confirm if the current approach is appropriate or if any adjustments are needed. | Everyone | 13/08 |