Weekly Meeting with team/Supervisor

Meeting No:  3

Meeting Details

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| Date: | 12/08/2024 |
| 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 opened with a review of the project's current status. Tanisha discussed the importance of completing the user stories by the end of the week, following the INVEST principle. She emphasized the need to cover both essential and advanced features of the application. |
| 2 | **Assignment Review**  Suggested starting the next phase of the assignment on Sunday, focusing on the design and development of specific features. This phase will involve refining the user stories and beginning work on the wireframes and system design. |
| 3 | **Stand-up meetings**    The need to adjust the stand-up meeting time was discussed due to conflicts. An alternative meeting time of 10:30 PM was suggested. The decision will be finalized based on further discussion.  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. |
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Action Items

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| No. | Item | Who | By |
| 1 | Complete user stories with focus on essential features first. | Everyone | 14/08/24 |
| 2 | Update and share progress regularly, especially if unable to attend stand-ups. | Everyone | 14/08/24 |
| 3 | Begin work on wireframes and system design once user stories are finalized. | Everyone | 14/08/24 |