Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 6

## Meeting Details

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| --- | --- |
| Date: | 13/08/2024 |
| Venue: | RMIT; Face to face |
| Attendees: | Tanisha  Dev  Connor  Shebahj |
| Apologies: | Raksha  Bishr |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Meeting with the client- Jyoti |
| 2 | Discussion on EPICs and user stories |
| 3 | Setting up working environment; this includes- Teams, canvas group, Git repository for team, coding environment, etc. |
| 4 | User stories and EPICs finalised |
| 5 | Discussion on draft Definition of done |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | User stories completed; ready to compile and review | Everyone | 16/08/24 |
| 2 | Familiarize self with the project requirement document | Everyone | 12/08/24 |
| 3 | Discuss and agree on team meeting times | Everyone | 12/08/24 |