Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 8

## Meeting Details

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| Date: | 15/08/2024 |
| Venue: | RMIT; Face to face |
| Attendees: | Tanisha  Dev  Connor  Shebahj  Raksha  Bishr |
| Apologies: |  |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | **Daily Stand-Up:**   * Each member provided a brief update on their current tasks. * Discussed any blockers and potential solutions. |
| 2 | **Introduction to WhatsApp:**   * Introduced WhatsApp as the new communication tool for the team. * All members joined and familiarized themselves with the channels and integrations. |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Continue updates via WhatsApp and Teams | Everyone | - |
| 2 | Submit at least one pull request for review by 16/08 | Everyone | 16/08/24 |