Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 9

## Meeting Details

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| Date: | 17/08/2024 |
| Venue: | Online (zoom) |
| Attendees: | Tanisha  Dev  Connor  Shebahj  Raksha  Bishr |
| Apologies: |  |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | **Review of Acceptance Criteria:**   * Drafts of the acceptance criteria were reviewed. * Feedback was provided to ensure alignment with project objectives. * Minor adjustments were suggested to improve clarity. |
| 2 | **Collaboration Tools:**   * Discussion on the effectiveness of the current communication tools (Canvas, GitHub). * Agreement to explore additional tools, such as Slack, for real-time updates. |
| 3 | **Sprint Planning:**   * Planned the next sprint with a focus on completing user stories related to the highest priority features. * Decided to hold daily stand-ups to track progress more closely. |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Finalize acceptance criteria and upload to the shared drive by 15/08/24 | Everyone | 15/08/24 |
| 2 | Investigate and propose additional communication tools by 15/08/24 | Everyone | 15/08/24 |