Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 10

## Meeting Details

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| Date: | 19/08/2024 |
| Venue: | RMIT; Face to face |
| Attendees: | Tanisha  Dev  Connor  Shebahj  Raksha  Bishr |
| Apologies: |  |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Reviewed initial pull requests submitted by team members.  Provided feedback and discussed common issues. |
| 2 | Discussed what went well and areas for improvement in the current sprint.  Identified the need for better time management and task delegation. |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Research and propose tools for integration testing by 17/08/24 | Dev | 17/08/24 |
| 2 | Draft a plan for the next sprint by 18/08/24 | Tanisha | 18/08/24 |