Weekly Meeting with team/Supervisor

Meeting No:  12

Meeting Details

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| Date: | 20/08/2024 |
| Venue: | Online (Teams) |
| Attendees: | Tanisha  Dev  Raksha  Shebahj  Conor Young  Bishr Sheik ( |
| Apologies: |  |

Key points Discussed

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| No. | Item |
| 1 | **Discussion of User Stories:**  Reviewed and discussed the user stories for the project.  Identified key features and associated user stories. |
| 2 | **Sorting and Filtering User Stories:**  User stories were sorted and filtered based on key features.  Prioritized user stories for development. |
| 3 | **Planning for Acceptance Criteria:**  Decided to write acceptance criteria for the sorted user stories.  Agreed on the format and structure for the acceptance criteria. |
| 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 | Each team member to draft acceptance criteria for assigned user stories. | Everyone | 21/08/24 |
| 2 | Update and share progress regularly, especially if unable to attend stand-ups. | Everyone | 24/08/24 |
| 3 | Review and finalize acceptance criteria in the next meeting. | Everyone | 24/08/24 |