Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 13

## Meeting Details

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| Date: | 22/08/2024 |
| Venue: | Online (Teams) |
| 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 | **Discussion of work finalisation**   * Checkin with everyone to see how they are going with their individual tasks are * Preview of wireframes and other delegated tasks |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Submission of Sprint 1 | Everyone | 25/08/24 |