Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 14

## Meeting Details

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| Date: | 24/08/2024 |
| Venue: | Online (Teams) |
| Attendees: | Tanisha  Dev  Connor  Shebahj  Raksha  Bishr |
| Apologies: |  |

## Information / Decisions

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| --- | --- |
| 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**   * Demonstration and group presentation of individual tasks- wireframs, architectural documents, user stories etc. * SRS document in completion * Discussion for sprint 1 |

## Action Items

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