Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 18/09/2021

## Meeting Details

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| --- | --- |
| Date: | 18/09/2021 |
| Venue: | Microsoft Teams |
| Attendees: | Moritz Hauptmann, Minggang Dong, Jacob McEwan. Jack Hollis-London |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discussing user stories adherence to INVEST |
| 2 | Discussing our spring retro |
| 3 | Discuss merge conflicts and resolution |
| 4 | Finalise Release Details |
| 5 |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Fix our user stories | everyone | 18/09/2021 |
| 2 | Merge finished branches into develop | Everyone | 18/09/2021 |
| 3 | Fix circleci for building the project | Jack-Hollis-London | 18/09/2021 |
| 4 | Push release to github | Jack Hollis-London | 18/09/2021 |
| 5 | Complete sprint in JIRA | Jacob McEwan | 18/09/2021 |
| 6 |  |  |  |