Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 4

## Meeting Details

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| --- | --- |
| Date: | 3/8/2021 |
| Venue: | MS Teams |
| Attendees: | Ming Dong, Moritz Hauptmann, Jack HL, Jacob McEwan |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
|  | Finished merging stories |
|  | Prioritised primary stories and assigned evenly amongst team |
|  | Chose Figma and set up component assets for creating wireframes |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Add negative scenarios |  |  |
|  | Sprint retro for sprint 0 |  |  |
|  | Breakdown stories into tasks and subtasks/do estimates |  |  |
|  |  |  |  |
|  |  |  |  |