Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	01/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Team introduction
2	Exchange of contact details and basic skills
3	Set up Jira and GitHub

Action Items

No.	Item	Who	By
1	Team Introduction	All team members	End of meeting
2	Exchange of contact details and basic skills	All team members	End of meeting
3	Set up Jira and GitHub	Kaida Zhang	End of meeting

Meeting No: 2

Meeting Details

Date:	05/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Start to work on wireframes
2	Start to work on product backlog
3	Making Sprint 0 plans

Action Items

No.	Item	Who	By
1	Complete wireframes	Haochen Shi Wenhao Lu	End of the week
2	Work on product backlog	All team members	Before next meeting
3	Making Sprint 0 plans	All team members	Before next meeting

Meeting No: 3

Meeting Details

Date:	08/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Continue to work on User Story
2	Start to work on Acceptance Criteria
3	Work on Sprint 0 Retro
4	Making Sprint 1 plans

Action Items

No.	Item	Who	By
1	Continue and finish User Story	All team members	Before next meeting
2	Start to work on Acceptance Criteria	All team members	End of the week
3	Work on Sprint 0 Retro	All team members	End of the week
4	Making Sprint 1 plans	All team members	End of the week

Meeting No: 4

Meeting Details

Date:	09/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Finish User Story
2	Continue to work on Acceptance Criteria
3	Work on Sprint 1 backlog
4	Continue to work on Product Backlog
5	Set up epic and task in Jira
6	Set Software feature priority in Jira

Action Items

No.	Item	Who	By
1	Finish User Story	All team members	End of the meeting
2	Continue and finish Acceptance Criteria	All team members	Before next meeting
3	Work and finish Sprint 1 backlog	All team members	End of the week
4	Continue to work on Product Backlog	All team members	Before next meeting
5	Set up Epic,task in Jira	All team members	End of the meeting
6	Finish set Software feature priority in Jira	All team members	End of the meeting

Meeting No: 5

Meeting Details

Date:	12/08/2022
Venue:	Microsoft Teams
Attendees:	Haochen Shi Kaida Zhang Sifan Gao Wenhao Lu Yifan Hu
Apologies:	N/A

Information / Decisions

No.	Item
1	Check Major Project Milestone 1 details
2	Finish User Story and Acceptance Criteria
3	Complete milestone 1 content of setting up the Jira
4	Meeting Minutes
5	Work on Sprint 1 planning note
6	Work on Peer assessment
7	Record Videos

Action Items

No.	Item	Who	By
1	Check Major Project Milestone 1 details	All team members	End of the meeting
2	Finish User Story and Acceptance Criteria	All team members	End of the meeting
3	Complete the first phase of tasks assigned in Jira	All team members	End of the meeting
4	Complete meeting minutes	Haochen Shi Sifan Gao	Before M1 due date
5	Complete Sprint 1 planning note	All team members	Before M1 Due date
6	Finish Milestone 1 Peer assessment	All team members	Before M1 Due date
7	Record Videos	All team members	Before M1 Due date