# Fifth Meeting Minutes - AppCraft

## Date and Time:

20th August 2024 10:00am - 12:00pm

## Location:

9306 building 9

## Meeting Attendees:

1. Teh Ming Dong
2. Adji Ilhamhafiz Sarie Hakim
3. Charmaine Chee Hing Yi
4. Yuen Kei Foong
5. Arielle Ocampo Dela Cruz
6. Mohanad Al-Mansoob

## Apologies:

* None

## Absentees:

* None

## Facilitator:

Teh Ming Dong

## Minute Taker and Time Keeper:

Charmaine Chee Hing Yi

## Agenda

| **AGENDA TOPIC 1 : User Story and Risk Management** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 30 minutes | **LED BY:** | |  |
|  | | | | |
| **DISCUSSION** |  | | | |
| 1. Develop user stories following the standard format. | | | | |
| **CONCLUSION** |  | | | |
|  | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| NA | NA | | NA | |

| **AGENDA TOPIC 2 : Alternative Analysis** | | | | |
| --- | --- | --- | --- | --- |
| **TIME ALLOCATED** | 15 minutes | **LED BY:** | |  |
|  | | | | |
| **DISCUSSION** |  | | | |
| * Discussed key project details, including their expectations and specific requirements * Took the opportunity to clarify any uncertainties | | | | |
| **CONCLUSION** |  | | | |
| The decision/s agreed upon.  As a user, I want a Kanban board for my tasks, so I can visualise them and their status  As a product manager, I want to sort the tasks by priority  As a user, I want to search the task, so i can find them easily without going through.  As a user,  As a client, I want it to be accessible on the internet, i can access it anywhere | | | | |
| **ACTION** | **ACTION TO BE TAKEN BY** | | **DUE DATE** | |
| Create prototype for client | All developers | | 13/8/2024 | |
| Start delegating tasks among team | All team members | | 7/8/2024 | |

## AOB

NA

Next Meeting

TBA