

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	31/07/2021
Venue:	Microsoft Teams
Attendees:	Zara Noor Arjun Sharma Sneha Debsikdar Patrick Phillips Vincent Tang
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussion of internal deadline for user stories and delegation of tasks

Action Items

No.	Item	Who	By
1	User Stories for features 2 and 7	Zara Noor	03/08/2021
2	User Stories for features 8 and 9	Arjun Sharma	03/08/2021
3	User Stories for features 3 and 4	Sneha Debsikdar	03/08/2021
4	User Stories for features 1	Patrick Phillips	03/08/2021
5	User Stories for features 5 and 6	Vincent Tang	03/08/2021

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Weekly Meeting with team/Supervisor

Meeting No: 2

Meeting Details

Date:	3/08/2021
Venue:	Microsoft Teams
Attendees:	Zara Noor Arjun Sharma Sneha Debsikdar Patrick Phillips Vincent Tang
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussion of internal deadline for the project backlog and delegation of tasks
2	Ensured team was up to date on Jira
3	

Action Items

No.	Item	Who	By
1	Product Backlog for respective user stories	Zara Noor	05/08/2021
2	Product Backlog for respective user stories	Arjun Sharma	05/08/2021
3	Product Backlog for respective user stories	Sneha Debsikdar	05/08/2021
4	Product Backlog for respective user stories	Patrick Phillips	05/08/2021
5	Product Backlog for respective user stories	Vincent Tang	05/08/2021

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Weekly Meeting with team/Supervisor

Meeting No: 3

Meeting Details

Date:	10/08/2021
Venue:	Microsoft Teams
Attendees:	Zara Noor Arjun Sharma Sneha Debsikdar Patrick Phillips Vincent Tang
Apologies:	N/A

Information / Decisions

No.	Item
1	Delegation of Wireframe work
2	Setup GitHub for all Team Members

Action Items

No.	Item	Who	By
1	Customer view wireframes	Zara Noor	12/08/2021
2	Admin view wireframes	Arjun Sharma	12/08/2021
3	Customer view wireframes	Sneha Debsikdar	12/08/2021
4	Pre-login pages wireframe	Patrick Phillips	12/08/2021
5	Admin view wireframes	Vincent Tang	12/08/2021

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Weekly Meeting with team/Supervisor

Meeting No: 4

Meeting Details

Date:	11/08/2021
Venue:	Microsoft Teams
Attendees:	Zara Noor Arjun Sharma Sneha Debsikdar Patrick Phillips Vincent Tang
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussion of tasks for Sprint Planning and Sprint Retro
2	Work on definition of done

Action Items

No.	Item	Who	By
1	To contribute to Sprint retro and definition of done	Zara Noor	12/08/2021
2	To contribute to Sprint retro and definition of done	Arjun Sharma	12/08/2021
3	To contribute to Sprint planning and definition of done	Sneha Debsikdar	12/08/2021
4	To Contribute to Sprint retro and definition of done	Patrick Phillips	12/08/2021
5	To contribute to Sprint planning and definition of done	Vincent Tang	12/08/2021