Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	09/08/2022
Venue:	Discord Channel
Attendees:	Bryan Hong Darrick Edbert Laidin Mohamed Ali Mohamed Nimesh De Silva
Apologies:	Hirday Bajaj

Information / Decisions

No.	Item
1.1	Discussed how we were going to communicate as a team and went through the specification sheet together to tick off items in Milestone 1.
1.2	Completed User Stories – Effort and Priority is complete. Some to ask Homy at next class.
1.3	Set up Jira board, all members have access – Product Backlog started. Decided to do in format of setting up Backlog User Stories as per the User Stories completed; then need to come up with 3 tasks (children branch to each User Story backlog).

Action Items

No.	Item	Who	By
2.1	3 Tasks for each user story in backlog – Provide Effort Number for each task	All	11/08/2022
2.2	Create meeting availabilities on Discord for easier understanding of members best timings	All	Anytime
2.3	Complete Sprint Planning Notes and Retro Notes – to discuss on Friday after Product Backlog Jira items have been completed.	All	14/08/2022
2.4	Double check if Definition of Done (DoD) is completed – Note from Bryan as an afterthought	-	14/08/2022