Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 3

Meeting Details

Date:	11/8/2022
Venue:	Tutorial
Attendees:	Lachlan Van Der Klift Yongjie Shi Max Foord Cal Lamshed Myeonghoon Sun Product Owner
Apologies:	N/A

Information / Decisions

No.	Item
1	Combined User Stories Ideas created by individuals, discussed possible additional feature user stories.
2	Looked over wireframe design.
3	Discussed with tutor project requirements.
4	Highlighted documents in MS Teams channel and their purpose.
5	Looked at Proposed Definition of Done document.
6	Decided on minimum requirements for end of sprint 1. Login for both doctor and patient

Action Items

No.	Item	Who	By
1	Distribute final user stories write up / acceptance criteria write up to individuals.	Cal	11/8/2022
2	Continue development of wireframes	Everyone	15/8/2022
3	Each user to write final user stories / acceptance criteria	Everyone	14/8/2022
4	Confirm meeting time to play planning poker for product backlog.	Everyone	14/8/2022