Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	28/7/2022
Venue:	Microsoft Teams
Attendees:	Lachlan Van Der Klift Yongjie Shi Max Foord Cal Lamshed Myeonghoon Sun Product Owner
Apologies:	N/A

Information / Decisions

No.	Item
1	Communication tools need to be set up by next class
2	Read spec and understand what sort of application we will be creating

Action Items

No.	Item	Who	By
1	Set up microsoft teams chat and jira for team organisation	Myeonghoon Sun	4/8/2022
2	Set up github for commencement of project implementation	Lachlan Van Der Klift	4/8/2022
3	Set up wireframes for project design	Yongjie Shi	4/8/2022
4	Become familiar with project and discuss potential solutions to spec	Everyone	No Set Date