

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 1

### Meeting Details

Date:	27/08/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Introduction to project objectives and milestones.
2	Review Milestone 2 requirements and deadlines.
3	Establish weekly meeting schedule and communication protocols.

### Action Items

No.	Item	Who	By
1	Set up GitHub repository and project board	Everyone	next meeting
2	Draft initial Product and Sprint Backlogs	Yifan Shen, Shreyas	next meeting
3	Schedule daily standup times	Abdullah Abdosh	next meeting
4	Agree on coding standards and tools	Idris Aklan, Mohammed	next meeting

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 2

### Meeting Details

Date:	28/08/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Review proposed system architecture.
2	Discuss database schema and service integration.
3	

### Action Items

No.	Item	Who	By
1	Start backend and frontend prototype	Idris Aklan, Yifan Shen	In two weeks.
2	Document architecture decisions	Shreyas, Abdullah	By next meeting.
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 3

### Meeting Details

Date:	29/08/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen (online) Shreyas (online) Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Finalize user stories for Sprint 1.
2	Set sprint goal and define "Definition of Done."
3	Review resource availability and adjust roles as needed.

### Action Items

No.	Item	Who	By
1	Break down user stories into tasks and assign them	Farahan	Next Meeting
2	Setup automated testing environment	Shreyas, Idris	Next Week
3	Begin coding basic functionalities	Everyone	Next Week
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 4

### Meeting Details

Date:	01/09/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Review initial coding progress.
2	Address any bottlenecks or technical challenges.
3	Update documentation with progress and decisions.

### Action Items

No.	Item	Who	By
1	Refactor initial codebase for performance improvements	Idris	One Week
2	Update project board and backlogs	Abdullah, Farahan	Next meeting
3	Prepare for tutor check-in	Mohammed	Next Week
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 5

### Meeting Details

Date:	03/09/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Conduct first major code review.
2	Introduce testing strategies and tools.
3	Discuss continuous integration setup.

### Action Items

No.	Item	Who	By
1	Address code review feedback	Everyone	Next Week
2			
3	Set up CI pipeline	Mohammed	Next Meeting
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 6

### Meeting Details

Date:	04/09/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Create Miro board visualisation of key feature page layout and design
2	
3	

### Action Items

No.	Item	Who	By
1	Work on individual page layout and design for key feature	Everyone	08/09
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

### Meeting No: 7 Meeting Details

Date:	05/09/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen (online) Shreyas (online) Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Create Miro board visualisation of key feature page layout and design
2	
3	

### Action Items

No.	Item	Who	By
1	Work on individual page layout and design for key feature	Everyone	08/09
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 7

### Meeting Details

Date:	08/09/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Start Working on implementing Key Features
2	Use Javascript and VsCode as IDE
3	

### Action Items

No.	Item	Who	By
1	Start working on individual pages for key feature	Everyone	One Week
2			
3			
4			



# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 8

### Meeting Details

Date:	10/09/2024
Venue:	Microsoft Teams
Attendees:	Idris Aklan Yifan Shen Shreyas Farahan
Apologies:	Abdullah Abdosh Mohammed Ahtesh

### Information / Decisions

No.	Item
1	Continue Working on implementing Key Features
2	Use Javascript and VsCode as IDE merging often
3	

### Action Items

No.	Item	Who	By
1	Continue working on individual pages for key feature	Everyone	One Week
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 9

### Meeting Details

Date:	11/09/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Continue Working on implementing Key Features
2	Use Javascript and VsCode as IDE merging often
3	

### Action Items

No.	Item	Who	By
1	Continue working on individual pages for key feature	Everyone	One Week
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 10

### Meeting Details

Date:	12/09/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen (online) Shreyas (online) Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Continue Working on implementing Key Features
2	Use Javascript and VsCode as IDE merging often
3	

### Action Items

No.	Item	Who	By
1	Continue working on individual pages for key feature	Everyone	One Week
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 11

### Meeting Details

Date:	15/09/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Continue Working on implementing Key Features
2	Use Javascript and VsCode as IDE merging often
3	

### Action Items

No.	Item	Who	By
1	Continue working on individual pages for key feature	Everyone	One Week
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 12

### Meeting Details

Date:	17/09/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Fix up changes needed based on tutor feedback
2	Write a list of things we need to submit for milestone 2
3	

### Action Items

No.	Item	Who	By
1			
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 13

### Meeting Details

Date:	18/09/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Review Project backboard and discuss complications
2	
3	

### Action Items

No.	Item	Who	By
1	Restructure Project Backlog	Abdullah	Next meeting
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 14

### Meeting Details

Date:	19/09/2024
Venue:	On Campus (RMIT)
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen (online) Shreyas (online) Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Work on notes for submission on Sunday
2	Finalise testing
3	Continue to update project backboard

### Action Items

No.	Item	Who	By
1	Sprint retro notes	Mohammed	Sunday
2	Meeting Minutes Notes	Abdullah	Sunday
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 15

### Meeting Details

Date:	22/09/2024
Venue:	Microsoft Teams
Attendees:	Abdullah Abdosh Idris Aklan Yifan Shen Shreyas Mohammed Farahan
Apologies:	N/A

### Information / Decisions

No.	Item
1	Review checklist for submission
2	
3	

### Action Items

No.	Item	Who	By
1	Final updates to backlog	Everyone	tonight
2	Complete meeting minutes	Abdullah	tonight
3	Complete review notes	Mohammed	tonight
4	Complete retro notes	Yifan	tonight
5	Finish code implementation	Everyone	tonight
6	Write personal unit tests	Everyone	tonight
7	Update SRS document	Shreyas	tonight