Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| Date: | 13/08/2024 |
| Venue: | Microsoft Teams |
| Attendees: | Abdullah Abdosh  Idris Aklan  Yifan  Shreyas  Mohammed  Farahan |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Look into project structure |
| 2 | Select 15 User stories from the OneNote |
| 3 | Discuss difficulty of user stories |
| 4 | User stories must be put on the backlog project outline |
| 5 | Fix up acceptance criteria for user stories |

## Action Items

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| No. | Item | Who | By |
| 1 | Initialise project structure | Shreyas |  |
| 2 | Select 15 User stories for sprint 1 | Idris |  |
| 3 | Determine difficulty of user stories | Abdullah |  |
| 4 | Upload user stories onto project product backlog | Mohammed |  |
| 5 | Book meeting room for next meeting | Idris |  |
| 6 | Fix up acceptance criteria for user stories found in OneNote | Yifan |  |