Meeting Minutes

# Weekly Meeting within team

# Meeting No: 1

## Meeting Details

|  |  |
| --- | --- |
| Date: | 03/08/2021 |
| Venue: | Microsoft Team |
| Attendees: | Mehmet Ali Kir  Ningthouba Nahakpam  Yutai Tong  Zhihao Zhong  Bohan Cheng  Ci Song |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Self introductions |
| 2 | Roles allocation |
| 3 | Project Analysis |
| 4 | Requirements elicitation |
| 5 | User stories discussion |

## 

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | User stories lists | Bookeroo Project | all |
| 2 | Roles allocations table | Bookeroo Project | all |
| 3 | N/A | N/A | N/A |
| 4 | N/A | N/A | N/A |
| 5 | N/A | N/A | N/A |