MEETING MINUTES

Meeting/Project Name:	Scrum meeting #8				
Date of Meeting: (MM/DD/YYYY)	07/27/2023	**Start time:** **End time:**	10:00 PM 11:05 PM		
Minutes Prepared By:	Vignesh Pugazhendhi	**Location:**	Online		

1. Meeting Objective

Go through the next sprint requirementsUnderstand the requirements
Breakdown the tasks based on the member's roles

2. Attendees

Name	Department/Roles	Github username
Jatin Arora	Development / fullstack developer	jatin51997
Nithin	Development / backend developer	nithincode-s
Rahul Singh	Development / frontend developer	theOGCodeWitcher
Vaishali Bansal	Development / frontend developer	vaishu49
Yang Lui	Development / backend developer	Liuliu-09-17
Vignesh Pugazhendhi	Development/ backend developer & scrum master	VigneshP1505

3. Meeting Agenda and Notes, Decisions, Issues

Topic	Owner	Time
Going through the next sprint requirements and understanding the requirements	all	20 minutes
Understand the requirements in depth and gather the possibilities of all approaches. Explored 3rd party libraries to be used. Check it's pros and cons.	all	15 minutes
Breakdown the tasks based on the users's role. Backend team will write basic APIs. They will modify based on the FE requirements	all	20 minutes
FE team ,will code basic UI. Any changes will be updated in next call	all	20 minutes

4. Expected Action Items For Next Meeting

Action	Owner	Due Date
Backend team has to complete basic tracking APIs	Jatin/Vignesh	07/28/2023
Frontend team has to complete basic UI components	Rahul/Nithin/Yang	07/28/2023
QA has to test APIs manually	Vaishali	07/28/2023