

Meeting Minutes

Meeting No: 13

Meeting Details

Date:	20/09/2021
Venue:	Teams
Attendees:	Tessa Podbury Harris Charalambous Mazda Shahzadi Clinton Thai Danny Pham
Apologies:	N/A

Information / Decisions

No.	Item
	Client Meeting
	Further cementing of roles and responsibilities for Sprint 3
	Conversation around how we are going to align user/sell issues with backlog
	Setting of meeting for later in the week

Action Items

No.	Item	Who	By
	Testing continuation	M, C	25/09
	Transaction work	Tessa	25/09
	Frontend/backend backlog work	Harris	25/09
	Frontend	Danny	25/09
	Next Meeting	All	25/09

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Meeting No: 14

Meeting Details

Date:	25/09/2021
Venue:	Teams
Attendees:	Tessa Podbury Harris Charalambous Mazda Shahzadi Clinton Thai Danny Pham
Apologies:	N/A

Information / Decisions

No.	Item
	Tessa stuck on the best way to move forward w transaction
	Clinton on track with testing
	Harris and Danny both on track with front end and back end work required
	Everyone required for client meeting on Monday

Action Items

No.	Item	Who	By
	Meeting with product owner	All	27/09
	Tessa to rectify transaction issues	T	27/09
	Everyone else continue as is	All	

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Meeting No: 15

Meeting Details

Date:	27/09/2021
Venue:	Teams
Attendees:	Tessa Podbury Harris Charalambous Mazda Shahzadi Clinton Thai Danny Pham
Apologies:	N/A

Information / Decisions

No.	Item
	Client happy with progress
	All testing on track
	Continuing discussion on transaction and what we need to do surrounding multiple books
	Other work on track – no issues

Action Items

No.	Item	Who	By
	Sprint Planning	All	1/10
	Sprint Retro	All	1/10
	All documentation	All	1/10
	Finish PBIS	All	1/10

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Meeting No: 16

Meeting Details

Date:	01/10/2021
Venue:	Teams
Attendees:	Tessa Podbury Harris Charalambous Mazda Shahzadi Clinton Thai Danny Pham
Apologies:	N/A

Information / Decisions

No.	Item
	Spring Planning completed
	Sprint Retro completed
	Transaction service – not ideal but got done what we could based on timing
	All documentation discussed and agreed upon

Action Items

No.	Item	Who	By
	Demo with product owner	All	4/10
	Understanding of what is required for next sprint	All	4/10
	Continuation of testing	M, C	4/10
	Tessa/Danny to consider best way forward w transaction	D, T	4/10

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Meeting No: 17

Meeting Details

Date:	04/10/2021
Venue:	Teams
Attendees:	Tessa Podbury Harris Charalambous Mazda Shahzadi Clinton Thai Danny Pham
Apologies:	N/A

Information / Decisions

No.	Item
	Client meeting and demo
	Client happy with progress – instructed to look into docker and deployment
	Everyone comfortable with where they are at
	Continuing on with PBIs assigned to use

Action Items

No.	Item	Who	By
	Meeting	All	8/10
	Testing to continue	M, C	8/10
	Tessa to look into AWS	T	8/10
	Harris backend extra work	H	8/10

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Meeting No: 18

Meeting Details

Date:	08/10/2021
Venue:	Teams
Attendees:	Tessa Podbury Harris Charalambous Mazda Shahzadi Clinton Thai Danny Pham
Apologies:	N/A

Information / Decisions

No.	Item
	Tessa has looked roughly at AWS and docker
	Harris helping Tessa out with backend work
	Testing on track
	Danny on track

Action Items

No.	Item	Who	By
	Meeting with product owner	All	11/10
	Continuation of all work – no pressing issues	All	11/10

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Meeting No: 19

Meeting Details

Date:	11/10/2021
Venue:	Teams
Attendees:	Tessa Podbury Harris Charalambous Mazda Shahzadi Clinton Thai Danny Pham
Apologies:	N/A

Information / Decisions

No.	Item
	Tessa struggling with AWS and docker
	Harris and Danny on track
	Assignment of documentation
	Testing on track

Action Items

No.	Item	Who	By
	Team meeting	All	15/10
	Tessa email Homy and Mohamad	T	15/10
	Begin documentation	All	15/10

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Meeting No: 20

Meeting Details

Date:	15/10/2021
Venue:	Teams
Attendees:	Tessa Podbury Harris Charalambous Mazda Shahzadi Clinton Thai Danny Pham
Apologies:	N/A

Information / Decisions

No.	Item
	Tessa still struggling w AWS, no reply from either homy or Mohamad for assistance
	Everyone else on track to finish documentation, code and testing

Action Items

No.	Item	Who	By
	Team meeting	All	18/10
	Tessa to follow up on AWS docker	T	18/10
	Refactoring	Mazda	18/10
	Documentation	All	18/10

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Meeting No: 21

Meeting Details

Date:	18/10/2021
Venue:	Teams
Attendees:	Tessa Podbury Harris Charalambous Mazda Shahzadi Clinton Thai Danny Pham
Apologies:	N/A

Information / Decisions

No.	Item
	Tessa completed dockerisation – not working on CircleCi, working locally
	Harris work is completed
	Mazda documentation completed
	All PBIs done

Action Items

No.	Item	Who	By
	Tessa Docker Aws	T	22/10
	Spring Retro	All	23/10
	All documentation to be submitted	All	23/10
	All work to be completed	All	23/10

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Meeting No: 22

Meeting Details

Date:	22/10/2021
Venue:	Teams
Attendees:	Tessa Podbury Harris Charalambous Mazda Shahzadi Clinton Thai Danny Pham
Apologies:	N/A

Information / Decisions

No.	Item
	All PBIs completed
	Danny took over AWS for Tessa due to difficulties
	All documentation done
	All testing done
	All code done

Action Items

No.	Item	Who	By
	Submission	All	23/10

