Meeting Minutes

# Meeting No: 1

## Meeting Details

|  |  |
| --- | --- |
| Date: | 02/08/2021 |
| Venue: | Teams |
| Attendees: | Tessa Podbury  Harris Charalambous  Mazda Shahzadi  Clinton Thai  Danny Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
|  | Completed check in with project owner |
|  |  |
|  |  |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Finish User Stories | H, M, C, D | 5/08 |
|  | Set up Github | Tessa | 5/08 |
|  | Set up Jira backlog/sprint | Tessa | 5/08 |
|  |  |  |  |
|  |  |  |  |

Meeting Minutes

# Meeting No: 2

## Meeting Details

|  |  |
| --- | --- |
| Date: | 05/08/2021 |
| Venue: | Teams |
| Attendees: | Tessa Podbury  Harris Charalambous  Mazda Shahzadi  Clinton Thai  Danny Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
|  | Everyone on track |
|  | All items completed |
|  |  |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Meeting with product owner | All | 9/09 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Meeting Minutes

# Meeting No: 3

## Meeting Details

|  |  |
| --- | --- |
| Date: | 09/08/2021 |
| Venue: | Teams/CU |
| Attendees: | Tessa Podbury  Harris Charalambous  Mazda Shahzadi  Clinton Thai  Danny Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
|  | Completed check in with product owner |
|  | Everybody on track |
|  | Wire frames to be completed |
|  | Source code required to be set up |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Wire frames | H, M, C, D | 13/08 |
|  | Set up source code and branches | Tessa | 13/08 |
|  | Meeting with product owner | All | 16/08 |
|  | Submit Milestone 1 |  | 15/08 |
|  |  |  |  |

Meeting Minutes

# Meeting No: 4

## Meeting Details

|  |  |
| --- | --- |
| Date: | 13/08/2021 |
| Venue: | Teams |
| Attendees: | Tessa Podbury  Harris Charalambous  Mazda Shahzadi  Clinton Thai  Danny Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
|  | Wireframes all completed |
|  | Source code not released yet – on hold for setting this up |
|  | Contribution form completed |
|  | All Milestone 1 files collated |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Meeting with product owner | All | 16/09 |
|  | Submit Milestone 1 | Tessa | 15/09 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Meeting Minutes

# Meeting No: 5

## Meeting Details

|  |  |
| --- | --- |
| Date: | 16/08/2021 |
| Venue: | Teams |
| Attendees: | Tessa Podbury  Harris Charalambous  Mazda Shahzadi  Clinton Thai  Danny Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
|  | Everyone on track |
|  | First half of checkpoint done |
|  | Milestone one submitted |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Set up source code | Tessa | 17/08 |
|  | Everybody read and understand source code | All |  |
|  | Begin dev | All |  |
|  | Meeting | All | 20/08 |
|  |  |  |  |

Meeting Minutes

# Meeting No: 6

## Meeting Details

|  |  |
| --- | --- |
| Date: | 20/08/2021 |
| Venue: | Teams |
| Attendees: | Tessa Podbury  Harris Charalambous  Mazda Shahzadi  Clinton Thai  Danny Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
|  | Having trouble understanding springboot |
|  | Code up and running on all machines |
|  | Attempting to start dev |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Meeting with product owner | All | 23/08 |
|  | Keep working on dev | All |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Meeting Minutes

# Meeting No: 7

## Meeting Details

|  |  |
| --- | --- |
| Date: | 25/08/2021 |
| Venue: | Teams |
| Attendees: | Tessa Podbury  Harris Charalambous  Mazda Shahzadi  Clinton Thai  Danny Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
|  | Trouble with springboot and database |
|  | Front end going ok, will be fine once database up and running |
|  | Errors in source code |
|  | Completed check in part 2 |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Meeting with product owner | All | 6/09 |
|  | Help session w Homy | T, C, H | 24/08 |
|  | Database done | T, C, H | 30/08 |
|  | Meeting | All | 24/08 |
|  |  |  |  |

Meeting Minutes

# Meeting No: 8

## Meeting Details

|  |  |
| --- | --- |
| Date: | 30/08/2021 |
| Venue: | Teams |
| Attendees: | Tessa Podbury  Harris Charalambous  Mazda Shahzadi  Clinton Thai  Danny Pham |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
|  | Springboot database up and running |
|  | Book class ready to action |
|  |  |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Book microservice | Tessa | 6/09 |
|  | Database work | H, D |  |
|  | Login work | C |  |
|  | Frontend work | D, M |  |
|  |  |  |  |

Meeting Minutes

# Meeting No: 9

## Meeting Details

|  |  |
| --- | --- |
| Date: | 4/09/2021 |
| Venue: | Teams |
| Attendees: | Tessa Podbury  Harris Charalambous  Clinton Thai  Danny Pham |
| Apologies: | Mazda |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
|  | Completed Retro |
|  | Completed Spring Planning |
|  | Completed Sprint 2 Backlog |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  | Microservice | T | 13/09 |
|  | Testing | M, C | 13/09 |
|  | Front end | H, D | 13/09 |
|  |  |  |  |
|  |  |  |  |