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: 2

## 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 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |