

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 1

### Meeting Details

Date:	28 <sup>th</sup> July 2022
Venue:	Face to Face
Attendees:	Runhui Zhou (nic) Oliver Guzowski Kelvin Tran Ashleigh Mildern Aishwarya Singh
Apologies:	N/A

### Information / Decisions

No.	Item
1	Read and understand the assignment
2	Short list requirements
3	Create a team communication channel
4	Setup Jira

### Action Items

No.	Item	Who	By
1	Get familiar with each other	everyone	04/08/2022
2			
3			
4			
5			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 2

### Meeting Details

Date:	4 <sup>th</sup> August 2022
Venue:	Face to Face
Attendees:	Runhui Zhou (nic) Oliver Guzowski Kelvin Tran Ashleigh Mildern Aishwarya Singh
Apologies:	N/A

### Information / Decisions

No.	Item
1	Setup a team's chat
2	Decide a time for group meetings
3	Start the user stories
4	Start writing epics
5	Start the Jira backlog

### Action Items

No.	Item	Who	By
1	Plan a team meeting time	Everyone	05/08/2022
2			
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 3

### Meeting Details

Date:	9 <sup>th</sup> August 2022
Venue:	Face to Face
Attendees:	Runhui Zhou (nic) Oliver Guzowski Kelvin Tran Ashleigh Mildern Aishwarya Singh
Apologies:	N/A

### Information / Decisions

No.	Item
1	Delegating tasks
2	Continue to work on user stories
3	Start the product backlog

### Action Items

No.	Item	Who	By
1	Meet with the group before the next tute	everyone	09/08/2022
2	Download the required application	everyone	11/08/2022
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 4

### Meeting Details

Date:	11 <sup>th</sup> August 2022
Venue:	Face to Face
Attendees:	Runhui Zhou (nic) Oliver Guzowski Kelvin Tran Ashleigh Mildern Aishwarya Singh
Apologies:	N/A

### Information / Decisions

No.	Item
1	Start working on the Wireframes
2	Start working on the code backbone
3	Start Sprint planning
4	Continue the product backlog

### Action Items

No.	Item	Who	By
1	Finish the user stories	Everyone	14/08/2022
2	Finish the wireframes	Everyone	14/08/2022
3			
4			

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 5

### Meeting Details

Date:	14 <sup>th</sup> August 2022
Venue:	Face to Face
Attendees:	Runhui Zhou (nic) Oliver Guzowski Kelvin Tran Ashleigh Mildern Aishwarya Singh
Apologies:	N/A

### Information / Decisions

No.	Item
1	Start the documentation for milestone 1
2	Discuss website functionality to do
3	Discuss any backend integration and functionality

### Action Items

No.	Item	Who	By
1	Submit milestone 1	Everyone	16/08/2022
2			
3			
4			