

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 13

### Meeting Details

Date:	21/09/2017
Venue:	Microsoft Teams
Attendees:	Kim Ta Declan Baker Megan Dalton Dineth Abeyasinghe
Apologies:	N/A

### Information / Decisions

No.	Item
1	Discussed priorities for Sprint 3 and the backlog items to be committed.
2	The number of story points and backlog items we will commit in the next sprint will be similar to the previous sprint.
3	Team members will take better care of themselves while working on the project.

### Action Items

No.	Item	Who	By
1	Write Sprint Planning 3 document and update product backlog.	Kim	23/09/21
2	Set up testing for Sprint 3 items.	Megan	23/09/21
3	Inspect features to be enhanced and plan e-commerce system.	Declan	23/09/21
4	Review wireframes and plan the design for the new webpages.	Dineth	23/09/21