Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 8

Meeting Details

Date:	26/08/2017
Venue:	Collaborate Ultra
Attendees:	Kim Ta Declan Baker Megan Dalton Dineth Abeysinghe
Apologies:	N/A

Information / Decisions

No.	Item
1	Checked that back-end, front-end and database are all connected.
2	Discussed the next sprint. Revised the priorities in comparison with expectations from the Product Owner.
3	Observed the state of backlog items at the end of the current sprint.
4	Clarified new backlog items. Browsing books are new high priority items.

Action Items

No.	Item	Who	By
1	Update the front-end and configure CSS for current implementations.	Dineth	06/09/21
2	Write Sprint Retro for Sprint 1. Update the product backlog and Jira with the new backlog items, write new user stories. Update burndown chart.	Kim	06/09/21
3	Implement back-end for the search function and browsing/viewing books.	Declan	06/09/21
4	Set up CircleCI with the GitHub repository and update Jira board with new backlog items.	Megan	06/09/21