Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 3

Meeting Details

Date:	03/08/2021
Venue:	MS Teams
Attendees:	Kim Ta Declan Baker Megan Dalton Dineth Abeysinghe
Apologies:	N/A

Information / Decisions

No.	Item
1	Team discussed and clarified numerous user stories
2	For given backlog items team members discussed story point estimates
3	Discussed and settled on a consistent terminology for certain user types, ie. customer vs public user vs buyer.
4	Discussed the need to investigate hosting environment options to better inform decisions around architecture and story point estimates.
5	

Action Items

No.	Item	Who	By
1	Finalise/review user stories and product backlog	Kim, Megan	5/08/21
2	Begin work on wireframes	Dineth	5/08/21
3	Reflect on estimates as the development team familiarise themselves with react and spring boot.	Dineth, Declan, Kim.	5/08/21
4	Begin work on the acceptance criteria	Kim, Megan	14/08/21
5	Begin exploring hosting environment	Declan	14/08/21