Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 16

Meeting Details

Date:	30/09/2021
Venue:	MS Teams
Attendees:	Kim Ta Declan Baker Megan Dalton Dineth Abeysinghe
Apologies:	N/A

Information / Decisions

No.	Item
1	Reviewed the front-end and check that it is reflecting the acceptance criteria in the specific user stories.
2	Discussed important points and lessons learned during the sprint.
3	Talked about how the team could improve time management for next sprint, so that the team recovers and improve from this sprint not meeting the level of performance achieved in the previous sprint.
4	AWS credentials have not been delegated to the team. AWS deployment must be completed independently.

Action Items

No.	Item	Who	By
1	Finish implementing request to become shop owners for public users.	Declan	07/09/21
2	Write sprint retro and calculate burndown for Sprint 3. Look into deploying AWS through Elastic Beanstalk.	Kim	07/09/21
3	Document CircleCI testing results.	Megan	07/09/21
4	Finish implementing frontend for Admin privileges and configure CSS files.	Dineth	07/09/21