

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 4

### Meeting Details

Date:	05/08/2021
Venue:	Collaborate Ultra
Attendees:	Dipto Pratyaksa Dineth Abeysinghe Declan Baker Kim Ta Megan Dalton
Apologies:	N/A

### Information / Decisions

No.	Item
1	Discussed information regarding specification with Product Owner
2	Clarified ambiguous points of specification to align with Product Owners expectations

### Action Items

No.	Item	Who	By
1	Clarified and updated backlog sheet and JIRA backlog to align with Product Owner feedback	Kim Ta/Megan Dalton	06/08/2021
2	Assigned Responsibilities for each team member for the following days	Whole team	05/08/2021