Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 18

Meeting Details

Date:	14/09/2021
Venue:	MS Teams
Attendees:	Kim Ta Declan Baker Megan Dalton Dineth Abeysinghe
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussed new user stories pertaining to allowing users to submit reviews on the app.
2	Reflected on performance during this sprint.
3	Reflected on health and wellbeing throughout the sprint, ensuring all members are well.
4	Reviewed all components of the project (frontend, backend, database). Reviewed the deployment and checked over acceptance tests.

Action Items

No.	Item	Who	By
1	Implement backend for review user stories.	Declan	22/09/21
2	Update product backlog and user stories with review features. Start writing sprint retro and calculate burndown for Sprint 4.	Kim	22/09/21
3	Document CircleCI testing results and create a diagram representing the architecture of the project deployment.	Megan	22/09/21
4	Implement frontend for remaining user stories.	Dineth	22/09/21