

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 2

### Meeting Details

Date:	29/07/2021
Venue:	Collaborate Ultra
Attendees:	Kim Ta Declan Baker Megan Dalton Dineth Abeysinghe
Apologies:	N/A

### Information / Decisions

No.	Item
1	As each role is shared by two team members, each 'department' spoke about how they would delineate work within.
2	Gave time for each team member to clear up any questions they had regarding the specification, internally cleared up most questions and logged remaining to address with PO.
3	Discussed any work necessary to prepare for future sprints ie. thos on frontend should familiarise themselves with react etc.
4	
5	

### Action Items

No.	Item	Who	By
1	Frontend members familiarise themselves with react	Declan, Dineth	5/08/21
2	Backend familiarise themselves with spring boot	Declan, Kim	5/08/21
3	As a team we begin crafting user stories	Whole team	29/08/21
4	Further flesh out user stories	Kim, Megan	14/08/21