

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 6

Meeting Details

Date:	12/08/2021
Venue:	Collaborate Ultra
Attendees:	Kim Ta Declan Baker Megan Dalton Dineth Abeysinghe
Apologies:	N/A

Information / Decisions

No.	Item
1	Performed sprint retrospective for sprint 0, discussing all items in the team and where there is room for improvement.
2	Laid out the sprint planning for the next sprint
3	Clarification of backlog items and terms and requirements on the document, in particular clarification on methods for admins approving new user or situations where users may be blocked in the system There should be a blacklist of usernames from blocked users It unwise to have admins go through a list of users and approve them one by one (for general use of the system)
4	
5	

Action Items

No.	Item	Who	By
1	Final write up and finalisation of sprint 0 retro	Declan	14/08/21
2	Sprint planning document to be written up and finalised	Kim (Megan to help)	14/08/21
3	Wireframes to be continued to work on and finalised	Dineth	14/08/21
4	Fix user story for "admins can approve new users" so that approve new users refers public user accounts that	Megan/Kim	14/08/21

	wish to become a shop owner account		