

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 11

Meeting Details

Date:	16/09/2017
Venue:	Collaborate Ultra
Attendees:	Kim Ta Declan Baker Megan Dalton Dineth Abeyasinghe
Apologies:	N/A

Information / Decisions

No.	Item
1	Reviewed the implementations having been done by the end of the current sprint.
2	Checked image and container of the Dockerised app.
3	Discussed remaining components of the project to finish.
4	Began discussing the upcoming Sprint 3.

Action Items

No.	Item	Who	By
1	Write Sprint Retro for Sprint 2. Update burndown chart. Check and update Jira progress.	Kim	18/09/21
2	Finish unit testing components and document the results.	Megan	18/09/21
3	Review front-end and make any necessary adjustments to CSS.	Dineth	18/09/21
4	Review back-end and add comments.	Declan	18/09/21