

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 5

Meeting Details

Date:	10/08/2021
Venue:	Microsoft Teams
Attendees:	Megan Dalton Kim Ta Dineth Abeysinghe Declan Baker
Apologies:	N/A

Information / Decisions

No.	Item
1	Review what is required for Milestone 1, what approach is being taken?, how close is the team to being ready for Milestone 1?
2	Reviewed start of drafted wireframe, - team is all happy with it.
3	
4	
5	

Action Items

No.	Item	Who	By
1	Hold and perform Sprint 0 retrospective	Declan	14/08/2021
2	Update code repository	Declan	14/08/2021
3	Complete Wireframes needed for Milestone 1	Dineth	14/08/2021
4	Review of user story acceptance criteria to make sure wireframes match	Dineth, Megan, Kim	14/08/2021
5	Review the sprint planning document and update any missing fields	Kim, Megan	14/08/2021
6	Discuss and note the Definition of Done for user stories, sprints, and releases	Whole team	10/08/2021