**Template A: Minutes of Meeting**

**MINUTES OF PROJECT MEETING**

**Date** : 2 August 2021

**Time** : 12pm – 2pm

**Venue** : Teams

**Present** : BHARETH REX LOGANATHAN, LEE WEIYANG

**Minuted by** : Lee Weiyang

**Vetted by** : BHARETH REX LOGANATHAN

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|  | **Items Discussed** | **Action By** |
| **1.** | User story cards:   * What a user of the site would want to be able to do * What different types of users will be able to do * Purpose of the website | Everyone to create user story cards |
| **2.** | Basic website functionalities   * What can the user use the site for * What will the interface be like | To be finalized by week of 11 August |
| **3.** | How to track issues and tasks   * Github repo will be set up to track tasks and issues |  |
| **4.** | Next meeting will be on 4 Aug 2021 |  |