**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 4th August 2021. |  |