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**Issue Title:** behind on sprint completion

**Date:** 30/07/2017

**Issue Reporter:** Jamie Kostaschuk, Caleb Spencer

**Issue Description:** there was minimal work completion down on the sprint workload during the first 2 weeks of the sprint.

**Steps Taken to Resolve Issue:**

* Communicated with the team, and the team believes that the workload can be made up for in subsequent weeks
* The spint completion will be monitored, and if necessary, the sprint workload will be shifted at a later date

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**Issue Title:** Unbalanced workloads

**Date:** 9/09/2017

**Issue Description:** It has been found that there is a dip in the contributions between the team members, though there is a positive and healthy atmosphere one member has not been assigned, or has not been able to contribute as much as other members.

**Issue Reporter:**

Caleb

Jason

Jamie

**Involved Members:**

Michele

**Steps Taken to Resolve Issue:**

* The team has admitted this, and has made an active effort to assign tasks to this member more, to assure compliance with the team agreement.

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**Issue Title:** not enough use of github

**Date:** 9/09/2017

**Issue Description:** It has been found that there is not a sufficient level of the GitHub repository use by the team, with only a few members actively using the repository.

**Issue Reporter:**

Caleb

Jason

**Steps Taken to Resolve Issue:**

* The team has been informed of this, and the benefits that GitHub provide has been accentuated to the entire team
* All members have agreed to start using the GitHub properly