Final Sprint plan meeting - 4 hours

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| Location: | P Block Collaborative room 29 |
| Date: | 29/08/2018 |
| Time: | 9:00am |
| Attendees: | Jake Smith, Joshua Poole, Cole Ballam, Ashley Cottrell, Jack McMahon |

# **Agenda items**

1. Review and complete user stories

2. Finalise sprint plan

3. Finalise Release Plan

4. Submit Plan

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| **Action items** | **Owner(s)** | **Deadline** | **Status** |
| [Action item 1] | [Name(s) 1] | [Date 1] | [Status 1, such as In Progress or Complete] |
| [Action item 2] | [Name(s) 2] | [Date 2] | [Status 2] |
| [Action item 3] | [Name(s) 3] | [Date 3] | [Status 3] |
| [Action item 4] | [Name(s) 4] | [Date 4] | [Status 4] |
| [Action item 5] | [Name(s) 5] | [Date 5] | [Status 5] |
| [Action item 6] | [Name(s) 6] | [Date 6] | [Status 6] |