Team Twelve meeting minutes

|  |  |
| --- | --- |
| Location: | Library |
| Date: | 31/07/18 |
| Time: | 10:00 - 10:50 |
| Attendees: | Jake Smith, Joshua Poole, Cole Ballam, Ashley Cottrell, Jack McMahon. |

# **Agenda items**

1. Review User stories and update ‘actual time taken’

2. Update Burndown Chart

3. Move items around in release plan if required (depending on whether team is ahead/behind of schedule).

4. Debrief information and progress with Developers and Clients

5. Review Sprint plans and original goals set

6. Renew Goals and set goals dependant on team progress

|  |  |  |  |
| --- | --- | --- | --- |
| **Action items** | **Owner(s)** | **Deadline** | **Status** |
| Update and Review Burndown chart | CS + IS | End of Meeting (12/09/18) | In-Progress |
| Design Sketches (High End) - (User/Client Tests + Reviews). | IS + CS | (19/09/18) | In-Progress |
| Create main Landing Page | CS | (12/09/2018) | Completed |
| Write Test Cases | IS + CS | (19/09/18) | In-Progress |
| Create Navigation Bar | CS | (12/09/18) | Completed |
| Car Recommendation -Tool | CS | (17/09/18) | In-Progress |
| Add Employee Login Link on Homepage | CS | (16/09/18) | In-Progress |
| Add Email Confirmation to New Login Users | CS | (19/09/18) | In-Progress |