Team Twelve meeting minutes

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| Location: |  |
| Date: | 22/08/18 |
| Time: | 12:50 |
| Attendees: | Jake Smith, Joshua Poole, Cole Ballam, Ashley Cottrell, Jack McMahon. |

# **Agenda items**

1. Review User Stories

2. Assign Story Points

3. Assign Priority Rating

4. Finalise Sprint

5. Discuss Release Plans

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| **Action items** | **Owner(s)** | **Deadline** | **Status** |
| Review & Complete User Stories | All Members | 29/08/2018 | In-Progress |
| Review and Finalise Sprint Plan | All members | 29/08/18 | In-Progress |
| Finish Development Features | CS Members | 02/08/18 | In Progress |
| Finish Client Features | IS Members | 02/08/18 | In Progress |
| Finish Combined Features | IS Members | 03/08/18 | In Progress |
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