**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 2/3/2018 | 3pm – 5pm | Skype |

**Members Present:**

|  |  |
| --- | --- |
| Member Name | Present |
| James Uprichard | Yes |
| Michael Bell | Yes |
| Emily-Jane Deering | Yes |
| John Santias | Yes |

**Decisions:**

|  |  |
| --- | --- |
| Decisions made: | Why: |
| Deleted some user stories | Stories were about developers. Developers aren’t users of the website. |
| Accepted user stories | Stories to follow and use for guidance in the development of the website |
| Edited user stories | To make user stories more sense. |

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Fix user stories | 7 March |
| James Uprichard | Fix user stories | 7 March |
| Michael Bell | Fix user stories | 7 March |
| John Santias | Fix user stories | 7 March |

**Project Progress:**

|  |  |  |
| --- | --- | --- |
| Project Component | Status of Component | Delivery Date |
| User requirements | Completed | 28 February |
| User stories | Incomplete | 7 March |

There were no reported issues during this meeting.