**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 7/3/2018 | 1pm – 3pm | Workshop |

**Members Present:**

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

**Decisions:**

|  |  |
| --- | --- |
| Decisions made: | Why: |
| Discussed user stories/feedback | Finalise the user stories see, fix up mistakes. |
| Prioritised user stories with MoSCoW | To flesh out which user stories are the most important to the least. Will allow us to determine what to focus on and develop on the website. |

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Add more user stories if possible, create story cards | 13 March |
| James Uprichard | Add more user stories if possible, set up Django on computer | 13 March |
| Michael Bell | Add more user stories if possible, set up Django on computer | 13 March |
| John Santias | Add more user stories if possible, create story cards | 13 March |

**Project Progress:**

|  |  |  |
| --- | --- | --- |
| Project Component | Status of Component | Delivery Date |
| User requirements | Completed | 28 February |
| User stories | Completed | 7 March |
| Story cards | Incomplete | 13 March |
| Set up django on computer | Incomplete | 25 March |

There were no reported issues during this meeting.