**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 13/3/18 | 8pm – 10pm | Online, Discord |

**Members Present:**

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

**Decisions:**

|  |  |
| --- | --- |
| Decisions made: | Why: |
| Added more user stories. | To make create more features on the website and make it more useful for the school |
| Prioritised user stories | To determine which features of the websites are important and should be added. |

**Assigned tasks:**

No assigned tasks

**Project Progress:**

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

There were no reported issues during this meeting.