**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 13/3/18 | 1pm – 3pm | Workshop |

**Members Present:**

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

**Decisions:**

|  |  |
| --- | --- |
| Decisions made: | Why: |
| Reviewed acceptance criteria | Make necessary changes to inaccurate/impossible criteria’s. |

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Do release & sprint plan | 21 March |
| John Santias | Do release & sprint plan | 21 March |

**Project Progress:**

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

There were no reported issues during this meeting.