**Action Minutes Author: John Santias**

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| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting Place: |
| 19/3/18 | 7pm-9pm | Online, Discord |

**Members Present:**

|  |  |
| --- | --- |
| Member Name | Present |
| James Uprichard | Yes |
| Michael Bell | Yes |
| Emily-Jane Deering | No |
| John Santias | Yes |

**Decisions:**

|  |  |
| --- | --- |
| Decisions made: | Why: |
| Deleted administrator stories | Administrators aren’t continuous users of the website. Administrators control the website if needed with a simple key and can download website files from the web server. |
| Moved user stories around in release plan | Too even out development hours on each release & sprint. |

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Complete Release & sprint plan | 21 March |
| Michael Bell | Organise Jira for the team | 25 March |
| John Santias | Setup Jira and python on computer | 25 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 | 21 March |
| Set up Django and Python on computer | Incomplete | 25 March |

There were no reported issues during this meeting.