

Team Erie Meeting Attendance

		1st PChamp Meeting				Sprint 0 Planning				Sprint 0 Final Meetup 1				Sprint 0 Final Meetup 2															
Month	September					October					November					December													
Date	24	25	30			1																							
Assylay	x	x	x			x																			4				
John	x	x	x			x																			4				
Katie	x	x				x																			3				
Peter	x	x				x																			3				
Lilly	x	x				x																			3				
Vinay	x	x	x			x																			4				
Total	6	6	3			6																							

Month	D	Topic	Minutes
September	24	1st P.Champ Meeting	Met with product champions. Discussed what they wanted, needed, and got general ideas of the priorities of each task.
	25	Sprint 0 Planning	Delegated what technologies would be used, and assigned sprint tasks to each member.
	30	Sprint 0 Final Meetup 1	Set up members development environments, chose and prioritized user stories for next sprint. Checked on completion of current sprint.
October	1	Sprint 0 Final Meetup 2	Set firm deadlines for completion of sprint deliverables. Brought the rest of the team up to speed on what was discussed in the previous meeting.
November			
December			