

## Team Erie Meeting Attendance

[illegible]

**Note: This chart does not count the Thursday tutorials**

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.
	8	Sprint 1 Planning	Estimated user story sizes by planning poker. Discussed user stories to potentially implement for sprint 1, and assigned tasks to eachothers strengths.
	11	2nd P.Champ Meeting	Met with product champions to discuss priorities of estimated user stories.
	22	Sprint 1 Final Meetup 1	Sprint Planning, Release Planning, Stories for Next Sprint (Minimal set). Modified scrum board based on above. Decided a final schema for database.
	29	Sprint 2 Planning	Select User Stories from Product Backlog based on priorities specified by product champions. Divided selected User Stories into tasks. Assigned Tasks to team members with a specified deadline.
November	5	Sprint 2 Prelim Meeting	Went over all documents that we had completed for the preliminary sprint, and identified areas that could be improver, or were missing. Discussed what needed to be done going forward, what members were currently blocked on, and what had already been completed in terms of tasks. Assigned members to tasks that were vacant for the final.
	13	Sprint 2 Review	Reviewed what we have done, and what still needs to be done. Discussed where we fell short, and where we can improve.
December			