

Team Erie Meeting Attendance

	1st P.Champ Meeting				Sprint 0 Planning				Sprint 0 Final Meetup 1				Sprint 0 Final Meetup 2				Sprint 1 Planning				2nd P.Champ Meeting				Sprint 1 Final Meetup 1															
Month	September				October				November				December																											
Date	24	25	30			1	8	11	22																															
Assylay	x	x	x			x	x	x	x																										7					
John	x	x	x			x	x	x																												6				
Katie	x	x				x	x	x	x																											6				
Peter	x	x				x	x	x	x																											6				
Lilly	x	x				x	x	x	x																											6				
Vinay	x	x	x			x	x	x	x																											7				
Total	6	6	3			6	6	6	5																															

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.
November			
December			