

### Team Erie Meeting Attendance

	September						October					November							December				
Month	September						October					November							December				
Date	24	25	30				1	8	11	22	29	5	13	26	29	30	30						
Assylyay	x	x	x				x	x	x	x	x	x	x	x	x	x							13
John	x	x	x				x	x	x		x	x	x	x	x	x	x						13
Katie	x	x					x	x	x	x	x	x	x	x	x	x							12
Peter	x	x					x	x	x	x	x	x	x	x	x	x							12
Lilly	x	x					x	x	x	x	x	x	x	x	x	x	x						13
Vinay	x	x	x				x	x	x	x	x	x	x	x	x	x	x						14
Total	6	6	3				6	6	6	5	6	6	6	6	6	6	3						

**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 each others 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	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.
	5	Sprint 2 Prelim Meeting	Went over all documents that we had completed for the preliminary sprint, and identified areas that could be improved, 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.
	26	Meeting with P.Champ	Demonstrated current progress. P. Champs brought up issue with image stretching. Issue was fixed.
	29	Demo rehearsal	Went over script for screencast. Delegated remaining tasks and decided who would do which role in the presentation. Decided to wipe the database for the demo to reduce UI clutter and confusion with users. (Was full of garbage)
	30	Demo preparation	Final get-together before demo. Went over what we did the previous night, made sure that everything was still running correctly and that all test cases still passed. Collected props for demo.
	30	Final sprint standup	Discussed reviewers comments and what we could feasibly implement in the time remaining. Came to the conclusion that since our clients had not found issue with what we had, we would continue to work on what our clients had recommended before addressing the reviewer's comments.
December			