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| **Team Meeting No:** | **9 (Week 10)** |
| **Date:** | **Thursday 4th May, 2017** |
| **Attendees:** | **Kainoa, Malcolm, Sam, Edward, Daniel** |
| **Absentees with Reason:** | **N/A** |
| **Scrum Master on Duty:** | **Kainoa** |
| **Objectives this Week:** | * **Ensure work on sprint 2 is complete and there are no problems with current development of the website.** * **Client questions and answers surrounding the first release.** * **Start working on release 2’s sprint 3.** |
| **Contents:** | * **Touching up sprint 2 and readying for sprint 3.** * **Client testing of the current website.** * **Client feedback to be considered.** |
| **To do:** | * **Continue working on Sprint 3.** * **Ensure the burndown chart is being followed correctly** |
| **Next Meeting:** | **Thursday 11th April, 2017** |