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| **Team Meeting No:** | **10 (Week 11)** |
| **Date:** | **Thursday 11th May, 2017** |
| **Attendees:** | **Kainoa, Malcolm, Sam, Edward, Daniel** |
| **Absentees with Reason:** | **N/A** |
| **Scrum Master on Duty:** | **Kainoa** |
| **Objectives this Week:** | * **Prepare presentation for peer review.** * **Prepare question to be answered by team** |
| **Contents:** | * **Peer review given and received** * **Question about website and progress on the development of the website answered.** * **Business letter in progress** |
| **To do:** | * **Business Letter is to be completed by the client giving detailed summary of their thoughts of the presentation given by the team of the current built website. Business letter is to be sent via email to the developers of the website.** * **Continue progress on current sprint.** * **Ensuring any problems addressed by the client in the business letter are looked at.** |
| **Next Meeting:** | **Thursday 18th May, 2017** |