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| **Team Meeting No:** | **11 (Week 12)** |
| **Date:** | **Thursday 25th May, 2017** |
| **Attendees:** | **Kainoa, Malcolm, Sam, Edward, Daniel** |
| **Absentees with Reason:** | **N/A** |
| **Scrum Master on Duty:** | **Kainoa** |
| **Objectives this Week:** | * **Review progress of the website, checking whether we have completed sprint 3 correctly and in-line with the date on the burndown chart.** * **Test website and ensure user stories are being developed correctly.** * **Start implementing sprint 4’s user stories.** |
| **Contents:** | * **Testing website for bugs, etc.** * **Discussion of the current problems of the website.** * **Reviewed business letter from the peer review.** * **Start designing and applying aspects of the user stories from sprint 4 into the website.** |
| **To do:** | * **Continue working on the website ensuring the user stories in sprint 4 are being developed on time.** * **Ensure by week 13 sprint 4 has been completed and a final product Is ready for the client as no further meetings are taking place.** |
| **Next Meeting:** | **No further Meetings, only workshop discussion** |