|  |  |
| --- | --- |
| **Team Meeting No:** | **4 (Week 4)** |
| **Date:** | **Thursday 16th March, 2017** |
| **Attendees:** | **Kainoa, Malcolm, Sam, Edward, Daniel** |
| **Absentees with Reason:** | **N/A** |
| **Scrum Master on Duty:** | **Kainoa** |
| **Objectives this Week:** | **Reviewing current set of user stories in terms of the INVEST criteria, Discuss the release and sprint plans,** |
| **Contents:** | **-Reviewed current set of user stories against INVEST criteria.**  **-Discussed who will be drawing up the release/sprint plans.**  **-fixing revised stories**  **-make useful notes on stories** |
| **To do:** | **-Complete release plan.**  **-Complete sprint plan.**  **-Send product backlog and release plan before next workshop.** |
| **Next Meeting:** | **Thursday 30th March, 2017** |