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| **Team Meeting No:** | **6 (Week 7)** |
| **Date:** | **Thursday 13th April, 2017** |
| **Attendees:** | **Kainoa, Malcolm, Sam, Edward, Daniel** |
| **Absentees with Reason:** | **N/A** |
| **Scrum Master on Duty:** | **Kainoa** |
| **Objectives this Week:** | * **Collaborate and produce a basic sprint burndown chart which will track the progress of the first Sprint.** * **Discussion of where we are at in Sprint 1, how are we keeping on track with the activities in the sprint and will we be able to finish the sprint on the final date of the burndown chart.** * **Create the release burndown chart.** |
| **Contents:** | * **Completed Sprint Burndown chart for Sprint 1.** * **Completed Release Burndown Chart for the first Release.** |
| **To do:** | * **Update the charts daily as elements of the Sprint are completed.** * **Continue completing activities within the first sprint as they are laid out in the Burndown chart.** |
| **Next Meeting:** | **Thursday 27th April, 2017** |