**Week 1:**

**Meeting 1: Friday 27/7**

**Scrum Master:** Derren

**Scribe:** Reilly

**What was done:** Initial team meeting. Exchanged details and read through the project brief to ensure each member understood the project. Team roles were also allocated. The team made a start on the developer and client features list. The team also made a start on the team agreement

**What needs to be done:** Client and feature list need to be written and finalised. The team agreement document needs to be finalised

**Meeting 2: Sunday 29/7**

**Scrum Master:** Derren

**Scribe:** Reilly

**What was done:** The team agreement document was finalised. The developer and client feature lists were finalised. Potential software to use was discussed: Jira and Trello. Eventually, the team agreed to use Jira first and then use Trello if we didn’t like Jira. Discussed other potential meeting times and agreed to meet digitally on Thursdays at 4 pm.

**What needs to be done:** The team document needs to be emailed to the tutor by Wednesday

**Meeting 3: Thursday 2/8**

*The meeting was decided to be cancelled since the feature list and team agreement document were finished*

**Week 2:**

**Meeting 1: Friday 3/8**

**Scrum Master:** Jack

**Scribe:** Daniel

**What was done:** The team began writing user stories for the staff and customers

**What needs to be done:** Each team member needs to have a number of stories written

**Meeting 2: Sunday 5/8**

**Scrum Master:** Jack

**Scribe:** Daniel

**What was done:** The team began going through each user story and began sorting the stories based on whether they needed to be kept, edited or removed

**What needs to be done:** The team needs to collectively go through each user story and remove the stories that aren’t needed. Each story need to be checked to see if it follows the correct convention and has enough detail

**Meeting 3: Thursday 9/8**

**Scrum Master:** Jack

**Scribe:** Daniel

**What was done:** Went through each story collectively and decided which need to be kept, removed or improved

**What needs to be done:** Ensure each story is understood so that further work such as estimations can be made for each story