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| Stand-up Report Thurs 7th Aug |  |
| Attending | All team members present |
| Agenda | First discussion of project.  Agreed use of GitHub version control  Agreed shared Dropbox folder for sharing of docs  Shared email and phone contact info  Agreed days and times for twice weekly meetings  Examined and discussed project requirement spec  Developed initial list of required classes/functions  Whiteboard diagrams of above |
| Tasks Agreed | Each team member to develop a given Class and list variables, methods etc.  Develop ideas for GUI layout/design |

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| Stand-up Report Tues 12th Aug |  |
| Attending | All team members present |
| Agenda | Worked out issues with use of GitHub  Members presented Classes etc. as per task  Group review/sign-off of Classes and methods etc.  Developed list of functions as per whiteboard diagrams and developed Sprint Backlog from this  Scope of Sprint 1 and 2 agreed  Decision made on general GUI layout/design re use of tabs etc. |
| Tasks Agreed | Coding of classes as per design  Initial coding of assigned functions from list  Further development of GUI layout |

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| Stand-up Report Thurs 14th Aug |  |
| Attending | All team members present |
| Agenda | Members updated on function progress and compared with Sprint Backlog  Discussed issues around problems with functions incl. multiple products on single invoice and added some tasks to Backlog  Discussed unit testing issues  Discussed other project submission issues and agreed deadline for completion of Sprint 1 |
| Tasks Agreed | Continue to work on coding of functions and integrate  Work on new items added to Backlog |

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| Stand-up Report Tues 19th Aug |  |
| Attending | All team members present |
| Agenda | Members update on progress with tasks  Discussed use of GUI class and agreed to review in Sprint 2  Run through of working functions and highlighted fixes and tasks still to complete for end of Sprint |
| Tasks Agreed | Assigned functions and layout revisions as per meeting (see updated Backlog) |

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| Stand-up Report Tues 21st Aug |  |
| Attending | All team members present. |
| Agenda | Completed documentation and conducted integration testing. Agreed all deliverables for sprint one were completed. |
| Tasks Agreed | Arranged Sprint 1 review meeting and Sprint two meeting. Agreed to research topics which may be utilised in Sprint 2. |