Meeting One

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| Date: | 25/01/17 |
| Members Present: | Anisa Ali, Joe Schofield, Hennah Sahonte, Natasha Kelkar, Jaimin Darji (20 mins) |
| Minutes of meeting: | 140 minutes |
| Tasks Achieved: | * Discussed technologies to use * GitHub Tutorial * Created User Stories using specification * Stated Assumptions from specification |
| Tasks Planned: | N/A |

Meeting Two

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| --- | --- |
| Date: | 02/02/17 |
| Members Present: | Anisa Ali (15 mins) Joe Schofield, Hennah Sahonte, Natasha Kelkar, Jaimin Darji (35 mins), Caner Sahin (35 mins) |
| Minutes of meeting: | 60 minutes |
| Tasks Achieved: | * Broke down user stories into tasks * Prioritised tasks in the backlog * Assigned tasks to team members |
| Tasks Planned: | Assigned individual tasks |

Meeting Three

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| --- | --- |
| Date: | 10/02/17 |
| Members Present: | Anisa Ali, Joe Schofield, Hennah Sahonte, Natasha Kelkar, |
| Minutes of meeting: | 5 minutes |
| Tasks Achieved: | * Update on progress of Individual Tasks |
| Tasks Planned: | Continue to work individual tasks |

Meeting Four

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| --- | --- |
| Date: | 15/02/17 |
| Members Present: | Joe Schofield, Hennah Sahonte |
| Minutes of meeting: | 5 minutes |
| Tasks Achieved: | * Update on progress of Individual Tasks |
| Tasks Planned: | Continue to work individual tasks |