Meeting Minutes

Date: 1/08/17 Day: Tuesday Time: 12pm – 1pm

|  |  |
| --- | --- |
| Team Member | Status |
| Maxim Koh | Present |
| Aarond Dino | Present |
| Alice McKellar | Present |
| Luke Tran | Away (with Flu) |

Progress on Tasks

|  |  |  |
| --- | --- | --- |
| Task | Assigned to | Status |
| Potential Features | Max & Luke | Completed |
| Team Agreement | Alice | Completed |

Discussion Points

Creating Project

* Mind mapping what every type of client needs from website
* Thinking up potential features and reviewing the potential features
* Mock up templates for the what the website is going to look like

Assigned Tasks

|  |  |
| --- | --- |
| Task | Assigned to |
| Creating User stories (approx. 3 each) | All members |
|  |  |
|  |  |