Agenda Formal Team Meeting 4

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| No. | Item | Time Allocated |
| 1 | Review Dianne’s notes. | 10 min |
| 2 | Review what’s been done. Has everyone done their tasks? | 15 min |
| 3 | What needs to be done. | 5 min |
| 4 | Sprint 1 status | 15 min |
| 5 | Prepare Jonathan for being Team Leader for next week | 10 min |
| 6 | Team Member of the Week. | 5 min |
| 7 | Extra time | 1. min |

1. Dianne reviewed our requirements, what do they mean and how can we meet them?
2. I still have to visualise the prerequisites in the planner.
3. Back end, Graph, planner, etc.
4. Is the sprint ready for submission? Double check requirements were met, and marking rubric is met.
5. Jonathan needs to know his responsibilities for his new role.
6. Lol
7. More time in case anyone is late, or we need to discuss a problem more. Or any extra things to be discussed.