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**CSE3PR - Week 12 Team Meeting Agenda (31/05/19)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Present | Chair | Notes |
| Michael | X |  |  |
| Joel | X |  | X |
| Luis | X |  |  |
| Remi | X |  |  |
| James | X | X |  |

**Sprint Review**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Time** | **Person** | **Description/Notes** |
| 1 | 10 | Michael/All | Hardware setup |
| 2 | 10 | All | P |

**Sprint Retrospective**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Time** | **Person** | **Description/Notes** |
| 3 | 5 | All | Current challenges & problems |
| 4 | 5 | All | Current achievements |
| 5 | 5 | All | What needs to change? |

**Sprint Planning**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Time** | **Person** | **Description/Notes** |
| 7 | 10 | All | Final Presentation - Allocation |
| 8 | 15 | All | SMD – Allocation |