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**CSE3PR - Week 3 Team Meeting Agenda (22/03/19)**

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

**Sprint Review**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Time** | **Person** | **Description** | **Notes** |
| 1 | 10 | All | Initial Hardware setup | Read and use provided documentation |
| 2 | 7 | All | Team collaboration setup | Setup jira, how does it work |
| 3 | 3 | Michael/All | Team Logo & Name | Brainstorm and establish logo and name |

**Sprint Retrospective**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Time** | **Person** | **Description/Notes** |
| 4 | 6 | All | Current challenges & problems |
| 5 | 4 | All | Current achievements |
| 6 | 4 | All | What needs to change? |

**Sprint Planning**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Time** | **Person** | **Description** | **Notes** |
| 7 | 12 | All | Research software | Research into LoRaWAN, PowerBI, Microsoft Azure |
| 8 | 3 | All | Research python for use in algorithms | Strong emphasis to research python |
| 9 | 5 | Joel/Michael | Continue hardware setup |  |