Date: 10/17/16

Agenda: Advisor Meeting

Length: ~ 60 minutes

Room: M204 Norlin Library

Advisor: Trevor DiMartino

End of Sprint Meeting

* Stand Up (Lead by Ryan) ~ 10 Minutes
  + Go around the room. Each team member talks about what they’ve worked on since the sponsor meeting. What they plan to do this week. And if they have any roadblocks.
  + Housekeeping with Trevor. Class related mumbo jumbo.
* Requirements / Current Sprint Discussion (Lead by Brian and Ryan) ~ 10 Minutes
  + Make sure we’re all on the same page with requirements.
  + Are we missing any anything?
  + Requirements diagram.
  + Overview of what we worked on.
  + Jira workflow and tasking
* Sponsor Meeting Planning (Lead by Ryan) ~ 10 Minutes
  + Nathalie to sign off requirements.
  + Requirements diagram.
  + New additions to app and website mockup.
  + Email address. (added to sponsor agenda)
  + Do we have a room reserved?
* Next sprint Discussion (Lead by Ryan) ~ 30 minutes
  + What do we want to work on next?
  + Planning poker?