This document shows the plan for every meeting session of the team.

Group Meeting during SEP class, 08/02/2018, 8:20 – 10:00

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| **What we did** | **Plans for next time** |
| Formed the team;  Wrote the group contract;  Discussed about what topics could be suitable for the new project; | Come up with new ideas for the project; |

Group Meeting during SEP class, 15/02/2018, 8:20 – 11:00

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| **What we did** | **Plans for next time** |
| Completed the group formation (a description of the new project, keywords, expectations for this new semester);  Created a list of features;  SWOT Analysis;  Belbin Team Roles; | Choose a name for our fictive company;  Learn to use GIT and UpSource;  Come up with more features for the system; |

Group Meeting during SEP class, 22/02/2018, 8:20 – 12:00

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| **What we did** | **Plans for next time** |
| Started the work on project description; | Prepare questions for librarians regarding sources to support the background description; |

Group Meeting during SEP class, 01/03/2018, 8:20 – 12:00

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| **What we did** | **Plans for next time** |
| Continued the work on project description;  Talked to the librarians about sources of information; | Finish the project description; |

Group Meeting during SEP class, 08/03/2018, 8:20 – 12:00

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| **What we did** | **Plans for next time** |
| Received feedback regarding project description; | Improve the project description; |

Group Meeting during SEP class, 22/03/2018, 8:20 – 11:00

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| **What we did** | **Plans for next time** |
| Got an overview of SCRUM; | SCRUM Roles, Sprints, Group meetings and work;  Start to work on Product backlog; |

Group Meeting during SEP class, 05/04/2018, 8:20 – 14:00

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| **What we did** | **Plans for next time** |
| Finished the Product backlog; | Prepare for sprint#1 start; |

Group Meeting during SEP class, 12/04/2018, 8:20 – 14:00

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| **What we did** | **Plans for next time** |
| Created Sprint#1 backlog;  Started working on sprint#1 tasks; | Prepare for the next working session; |

Group Meeting during SEP class, 19/04/2018, 10:30 – 16:10

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| **What we did** | **Plans for next time** |
| Worked on sprint#1 tasks; | Prepare for the next working session; |

Group Meeting during SEP class, 26/04/2018, 9:00 – 14:40

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| **What we did** | **Plans for next time** |
| Worked on sprint#1 tasks;  Updated the product backlog;  Created sprint review;  Created sprint retrospective; | Prepare for sprint#2 start; |

Group Meeting during SEP class, 3/05/2018, 9:30 – 15:10

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| **What we did** | **Plans for next time** |
| Created Sprint#2 backlog;  Started working on sprint#2 tasks; | Prepare for the next working session; |

Group Meeting during SEP class, 10/05/2018, 8:20 – 14:00

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| **What we did** | **Plans for next time** |
| Worked on sprint#2 tasks; | Prepare for the next working session; |

Group Meeting during SEP class, 17/05/2018, 8:20 – 14:00

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| **What we did** | **Plans for next time** |
| Worked on sprint#2 tasks;  Updated the product backlog;  Created sprint review;  Created sprint retrospective; | Prepare for sprint#3 start; |

Group Meeting during intensive SEP work, 28/05/2018, 8:30 – 14:10

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| **What we did** | **Plans for next time** |
| Created Sprint#3 backlog;  Started working on sprint#3 tasks; | Prepare for the next working session; |

Group Meeting during intensive SEP work, 29/05/2018, 9:00 – 14:40

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| **What we did** | **Plans for next time** |
| Worked on sprint#3 tasks; | Prepare for the next working session; |

Group Meeting during intensive SEP work, 30/05/2018, 9:00 – 14:40

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| **What we did** | **Plans for next time** |
| Worked on sprint#3 tasks;  Updated the product backlog;  Created sprint review;  Created sprint retrospective; | Prepare for sprint#4 start; |

Group Meeting during intensive SEP work, 31/05/2018, 8:20 – 14:00

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| **What we did** | **Plans for next time** |
| Created Sprint#4 backlog;  Started working on sprint#4 tasks; | Prepare for the next working session; |

Group Meeting during intensive SEP work, 01/06/2018, 8:20 – 14:00

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| **What we did** | **Plans for next time** |
| Worked on sprint#4 tasks; | Prepare for the next working session; |

Group Meeting during intensive SEP work, 04/06/2018, 9:00 – 14:40

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| **What we did** | **Plans for next time** |
| Worked on sprint#4 tasks;  Updated the product backlog;  Created sprint review;  Created sprint retrospective; | Prepare for sprint#5 start; |

Group Meeting during intensive SEP work, 05/06/2018, 8:20 – 14:00

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| **What we did** | **Plans for next time** |
| Created Sprint#5 backlog;  Started working on sprint#5 tasks; | Prepare for the next working session; |

Group Meeting during intensive SEP work, 06/06/2018, 9:00 – 16:00

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| **What we did** | **Plans for next time** |
| Worked on sprint#5 tasks; | Prepare for the next working session; |

Group Meeting during intensive SEP work, 07/06/2018, 9:00 – 16:00

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| **What we did** | **Plans for next time** |
| Worked on sprint#5 tasks;  Updated the product backlog;  Created sprint review;  Created sprint retrospective; |  |

Group Meeting during intensive SEP work, 08/06/2018, 9:00 – 10:30

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| **What we did** | **Plans for next time** |
| Delivered the final product;  Overview of the existing product and general discussion regarding teamwork; |  |