Location: Facebook

Date: 12/10/16 1pm

Team Members Present: 7

Time: 15 min

Content discussed:

It was noted that multiple people were being assigned the same task due to no record of them being assigned the task. It was decided that better documentation needed to be setup to ensure each task was delegated to a person so there were was no confusion as to which members were doing each task. Everyone was on track to deliver everything due for Sprint 3 on Friday.