**Tuesday 14th August 1pm**

**Members in Attendance:**

**Apologies:**

1. **Members To Discuss What they learnt (Approx 10 minutes)**
   1. Topics of Discussion to be As per the topics described in meeting 1 minutes
   2. Give each person 1 or 2 minutes to discuss what they have learnt and allow them to mention potential extra research to be done
2. **Members to Discuss Current State of the Project (10-15min)**
   1. Specifically current progress in sprint 1
   2. Current Progress is as
3. **Delegation of Sprint 1 Work that is left (15-20min)**
   1. 1. Scope of Work
   2. 2. Skills / Resources Audit
   3. 3. Risk Register
   4. 4. Project Acceptance Tests
   5. 5. Set of Stories
   6. \*\*\* Not All of this May be left at the start of the meeting
4. **General Discussion About other Project Needs (15-20min or What time is left)**

*Michael’s Note: Feel free to add any other agenda you think are needed – We can assess the Agenda before the Meeting. Also, prepare issues/points for discussion at the meeting.*