**Tuesday 21th August 1pm**

**Members in Attendance:**

**All**

**Apologies:**

**None**

**Start at 1:05**

1. **State Of Project UI**
   1. Discussed by Samuel and Lachlan (assuming attendance)
      1. **1:05-1:09**
   2. Can Include a demonstration
      1. **1:09-1:11**
2. **Members to Discuss Current State of the Project (10-15min)**
   1. Specifically, current progress in sprint 1
      1. **1:12-1:25**
   2. Current Progress directs related to the project outline for sprint 1 on the unit homepage
   3. Confirm baseline deliverable to client

*Sam: I noticed some features mentioned in the Scope of Work that I didn’t know we were implementing – I just need some clarification*

1. **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
   7. Delegations are everyone finish of their parts and have a complete read through.
      1. **1:26 – 1:30**
2. **General Discussion About other Project Needs (15-20min or What time is left)**
   1. Terminology of our project; program, web application, website, etc.
      1. **1:30 – 1:55**

*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.*