03/02/2018 (mm/dd/yyyy)

Note Taker: Anthony Andreoli

All present

<u>**Topics Discussed**</u>

In today's meeting with the client, several clarifications were made as to the requirements of the website and project and in general, and the client gave us insight onto the requirements for sprint 3:

1. There is no need for a burndown chart for sprint 3
    a. Any burndown chart, however, should be for the entire timeline of the project, not segmented into separate sprints
2. A code framework must be defined
3. A block diagram must be created for the entire system. The client was shown our diagram and he suggested adding a database table, but the rest was good as-is.
4. Acceptance testing
    a. A list of all tests required for a user story to be successfully completed
    b. This should be done for all user stories across all sprints
5. Clarify the user story descriptions
6. Task breakdown for every story
7. Meeting minutes should be updated
8. Plan for Sprint 4
9. Architecture diagram must be complete
10. Commit log should be descriptive