|  |  |
| --- | --- |
| Accent icon | Meeting Minutes |

# Call to order

A meeting of **SaltGlobal** was held at QUT Library Level 6 on 29**th March 2017, 2pm.**

# Attendees

Attendees included **Alisara Alcaide, Sean McGill, Tauroa Lesueur.**

# Members not in attendance

**Jungwoo Lee**

# Meeting Goal

Complete, finalise and submit the user stories, release plan and sprint plan 1.

# Reports

Today is the last day the team is working on the release and sprint plan. The user stories have been finalised yesterday and all that is left to do is to complete the notes for the acceptance criteria template. As well as go over everything that we have done to ensure all details are correct before submitting. Jungwoo was away at today’s meeting for he was sick however all other team members were present. During the meeting Sean and Tauroa revised some of the acceptance criteria and user stories to match the velocity in our release plan. After going over the user stories we agreed to change the wording in some of them to make them more professional. We sent the finished product to Jungwoo to ensure he was happy with the quality of work and if he sees any errors. Before the meeting’s conclusion we submitted the final documents on Blackboard and in our repository.

# Meeting Adjourned

4pm