Meeting Details

Team Name:	Team 9
Meeting Date:	5th September
Time:	10:00-11:00 am
Venue:	Lady Treatt Meeting Room
Attendees:	Dhruv, Matthew, Josh, Isaac, Alan (Mentor)
Absent Members:	Dennis, Rodney
Minutes Taker:	Isaac

Agenda Details

Tasks	Sub-tasks
Discussions/Clarifications	• Demonstrate what has been done so far
Next Meeting	• Share progress on assigned issues

Meeting Commences (10:00am)

Mentor   asks about the progress we have made in the project so far

Team   Demonstrates the work that has been done so far

Mentor   Inquires about the team's documentation

Team   Shows the project's class structure diagram discussed in previous meetings

Team   Also shows other work and documents the team has done and our submission to the 2 sprints.

Mentor   Reminds the team that clients often prefers product oriented documents such as stories, risk

Team   Describe our stories and how they are made into git issues for everyone to see

Mentor   Emphasises that we need to get our technical documentation right, and that our client often talk about this

Team   [agrees]

Mentor   Mentions that our progress is looking good, and should be okay as lond as we communicate and do our meetings

Finishing at 11:00 am