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**TEAM 9 MEETING**

**MINUTES**

**Week 9 Group Meeting**

**Meeting Details**

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| **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**

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| 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**