**Monday 23rd March – Group Meeting**

* Sorting sprint board from last week, discussing & allocating jobs on sprint board for upcoming sprint.
* Discussion on how the upcoming sprint will be structured, due to it being slightly different from previous sprints. We will have an extra number of days within the next week’s sprint as it will be the start of the closure period. This time will be taken to fix all errors and bugs found and close the development stage & work produced as a whole.
* Discussing and agreeing on contribution spreadsheet.
* Zakaria took all members through the code discussing ways of making the code more efficient, like for example, using re-usable components when code repeats often.

**Monday 23rd March – Group Sponsor Meeting w/ Brian**

* Discussion about how our specific work flow will be very beneficial in the critical analysis due to all members normally having defined tasks. (Work flow = Page design > query design > query implementation)
* Sponsor went through all members of team, asking the regular questions: What have you done in your sprint? What are you doing next sprint? Is there anything that will get in your way?
* No problems or issues brought up.