***Attendance:***

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|  | Group Project  L4/5 Group 19 |  |  |  |

Ogheneochuko Ideh: Yes

Thomas Barrett: Yes

Samuel Ormondroyd: Yes

***Meeting Agenda***

* **10:00am – 10:10am: Debriefed and reviewed completed task from previous sprint.**
* **10:10am – 10:20am: Discussed and handed out task from the next sprint.**
* **10:20 am: Meeting adjourned.**

***Time In meeting***

* 20m

***Description on what was discussed:***

We began today’s meeting by debriefing the tasks that were completed in the past sprint. Once the debriefing was completed we began discussing and brainstorming the tasks ahead for the next sprint. Whilst brainstorming we discussed task duration estimations, we based our estimations on member skills and past experiences when it comes to specific tasks. After task were assigned we called the meeting to a close.