***Attendance:***

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

Ogheneochuko Ideh: Yes

Thomas Barrett: Yes

Samuel Ormondroyd: No show

***Meeting Agenda***

* **09:40 am – 10:00 am: Debriefed and discussed completed tasks from previous sprint.**
* **10:00 am – 10:15 am: Discussed and assigned tasks.**
* **10:5 am: Meeting adjourned.**

***Time In meeting***

* 35mins

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

Much like the previous meeting Samuel was not present for this meeting and so some of the items on the initial agenda were modified. The once again meeting began with Thomas and I debriefing and verifying tasks we had completed. As Thomas had partially completed his tasks I had queried him on why a majority of his tasks were left unattended on contrary to the conversation we had at our last meeting this past Monday. Thomas had gone on to explain “this past sprint as an off week for (him)” I accepted his reasoning and we discussed carrying over his and Samuels uncompleted tasks to the next sprint. After this I had showcased the progress I had made with my stamina function task. Once the showcase was over we discussed and assigned tasks for the next sprint, like stated earlier tasks from the past sprit will be carried over to this sprint, this is especially evident for Samuel.

Samuels tasks for this week consists of his uncompleted tasks form the previous sprints. Until I am confidence that he can work through his tasks and meet his weekly 6 hours quota I do not feel confident in assigning him work because I am not sure he will attempt them.

Once tasks were assigned the meeting was adjourned.