Date: *30 October 2017*

Location: *Online chat*

Attendants:

Joseph Barber,  
John Dorman,  
Elliot Dewhurst,  
Miruna Rosca

Topic of meeting:

Preparation for Wednesday

Agenda items:

* Plan tutor meetings
* Create plan for the day

Moving forward:

To keep our day structured we’ve planned out what we will be doing and have created the following plan:

|  |  |
| --- | --- |
| **Time** | **Action** |
| 11.30 – 11.45 | Joseph + Johny meeting with Rob (Design Master Class) |
| 11.45 – 12.30 | Group meeting, discussion of previous sprint |
| 12.30 – 12.45 | Tutor meeting with Dave |
| 12.45 – end | Sprint planning |