Date: *27 December 2017*

Location: *Online chat*

Attendants:

Joseph Barber,  
John Dorman

Topic of meeting:

Further Christmas break sprint planning

Agenda items:

* Sprint review
* What do we want finished before we return from Christmas break

What was discussed and Moving forward:

We took a look at the current sprint and noticed that a lot of tasks had not been completed. The tasks that had been completed we talked about how they went and what would lead on from these tasks, what other tasks were now possible that these tasks had been completed, etc.

We set up a new 2-week sprint and created new tasks for those who needed them. We created the sprint to ensure that we have everything we want finished by our return from Christmas break.