Group 5 Meeting Minutes

Date of Meeting – dd/mm/yyyy

Time of Meeting – 00:00

Attendees – Max Carter, Rebecca Brannum, Joe Wilson, Elliot Page, Zachari Cooper

Postmortem of previous week’s work:

What went well –

What went badly –

What can be done to improve this week –

Overall Aim of the Week’s Sprint –

Tasks for the Current Week:  
Task estimated length to be included in brackets after the task e.g. (8h)

Max –

Rebecca –

Joe –

Elliot –

Zach -

Meetings Planned: