Meeting agenda 3

**Week 5 Team meeting**

**Team members:**

* Andrew
* Ashen Fonseka
* Davis Stare
* Vy Nguyen

**Weekly Objectives:**

* **Product review**
  + Code conversion is successful
  + Program has been built and run
  + Have analysed all the codes in all the files
  + Make sure all the files have the valid documentation
  + Has been discussed and demonstrated to the tutor
* **Process retrospective**
  + What work well
    - Filled in all the missing documents
    - Program has been built and run like expected
    - No more compile error
    - Has added tutor to GitHub, Trello and Toggl
  + What could improve?
    - Improve using Trello/Toggl more often
    - Monitor team members on updating progress regularly
* **Update Trello board to DAD iteration**
  + Setting roles
  + Setting three artefacts (product backlog, iteration backlog, burndown chart)
  + Three ceremonies (Iteration planning, daily stand-up and iteration retrospective)
* **Update Trello activities**
* **Update, add and convert tasks**
* **Decide on the priority of the task in order to assign on the project backlog**
* **Perform at least one daily stand-up**