

## Meeting Minutes

### Call to order

A meeting of **Team 98** was held at **Slack/Google Hangout** on **14/08**.

### Attendees

Attendees included **Kurtis Mason, Matthew Swan, Gabor Molnar, Steve Nguyen** and **Justin Manche**.

### Approval of minutes

Matthew Swan	<i>Matthew Swan</i>
Gabor Molnar	<i>Gabor Molnar</i>
Tuong Nguyen (Steve)	<i>Tuong Nguyen</i>
Justin Manche	<i>Justin Manche</i>

### Reports / Completed work since last Meeting

During last week we began to look over each individual story as a whole team and perform the following tasks;

- Assign label (priority)
  - Set estimate
  - Assign epic
  - Move to backlog (pipeline)
  - Acceptance criteria
- Don't:
- Assign a person (We'll do that later)

### Unfinished business

Evaluating and looking over user stories as a team. Start our Release Plan for Smart Cities.

### New business

Complete all user stories, make sure we have an adequate amount, work on the release plan as a team.

## **Announcements**

During the meetings, as a group we looked over user stories and completed all stories we currently had on the gitHub issues list. We started our work on the release plan by looking over the template and seeing what business needed to be completed.

Due to unforeseen events Gabor has had to return to Europe for family matters. He is still available for online meetings and has been available this week for our meeting. Hopefully things get better and he can return sometime in the next weeks.