

## Meeting Minutes

### Call to order

A meeting of **Team 98** was held at **Google Hangout / Workshop** on **21/08 and 23/08**.

### Attendees

Attendees included **Kurtis Mason, Matthew Swan, and Steve Nguyen** for the workshop and also **Gabor Molnar** for the online hangout.

### Members not in attendance

Members not in attendance included **Justin Manche. Gabor** for the workshop.

### Approval of minutes

Matthew Swan	
Gabor Molnar	
Tuong Nguyen (Steve)	
Justin Manche	

### Reports

As a group we finalised the user stories. We also began our work on the release and sprint plan. During this meeting we did a draft of release 1 for the release and sprint plan.

### Unfinished business

Complete the release and sprint plan and organize planning for delivery to QUT.

### New business

We have decided to break the work up into sections so that we can complete it faster.

Release 2 - Kurtis and Matt

Release 3 - Steve and Gabor

Sprint 1 - Justin

This way during our next meeting we can combine our work and go through this together, saving time and allowing for a more productive meeting.

During the workshop next week we will collaborate and organize our work for submission, as a team we will look over all components and make sure it's to the best standard.

## **Announcements**

Gabor will be returning from Europe around the 30th-31st.