***MEETING SUMMARY WEEK 4***

# **20/03/2018 (TUESDAY)**

***ACHIEVED DURING THE MEETING***

* More User Stories have been created
* Some User Stories have been turned into a Tasks
* Sprint 1 tables are almost done
* Still working on the team velocity points
* Next meeting time decided (22/03 9am Thursday during our workshop)

***GOALS FOR NEXT MEETING:***

* Finalise team velocity points
* Finalise User Stories
* Finalise Tasks
* Finalise Sprint 1 document and have it ready for submission
* Ask the tutor to have a look at our Release 1 before submission