**Scrum Meetings**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Members Present | Topics discussed | Meeting minutes |
| 26/07/17  Wed | All | -Forming group  -Group expectations  -Group Roles  -Project Expectations and understanding  -Team agreement  -Social Media and Communication | 60 |
| 02/08/17  Wed | All | -Project Requirements and features discussion with client  -User Stories Discussion  -Team Agreement Finalised | 60 |
| 09/08/17  Wed | All | -User Stories refined with Client  -Release and sprint plan discussion | 40 |
| 21/08/17  Mon | All | -Refinement of User Stories, release and sprint plan  -Potential Software structure Discussion | 80 |
| 23/08/17  Wed | All | -Finalisation of User Stories, release and sprint plan with confirmation from Client | 40 |
| 30/08/17  Wed | All except Christopher Johanson(Sick) | -User Stories, Release and Sprint plan final discussion and review before submitting  -Initial Discussion of Database design | 60 |
| 06/09/17  Wed | All | -Software Architecture pattern Discussion  -Component Diagrams and Layout out discussion  -Dataflow Diagrams Discussion  -Database Diagrams Discussion  -Burndown Chart and expections | 60 |
| 13/09/17  Wed | All | -Finalisation of Diagrams design with Client  -UI Designs discussion and Mockups  -Roles discussion and workload  -Progress review | 90 |
| 20/09/17  Wed | All except Christopher Johanson(Other Assessment due at same time) | -Progress Review  -Diagrams and progress finalisation with Client(Occurred later online)  -Final discussion on project completion and tasks to be completed | 100 |
| 27/09/17  Wed | All | -Review With client about End of Sprint one  -Discussion about areas of improvement in regards to Projects and Team Members  -Sprint plan for Sprint 2 | 90 |
|  |  |  |  |