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| ***Meeting Minutes*** | |
| Meeting objectives: | start group missions and discuss improvements using scrum sprint method |
| Meeting Date: | 11th April 2019 |
| Meeting Time: | 10am-12pm |
| Meeting location: | CIS 003 |
| Minutes issued by: | Arlana Keen |

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| Attendees: | Signatures: |
| Arlana Keen |  |
| Oliver Howe |  |
| Lewis Jackson |  |
| Brandon Henderson |  |

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| Next Steps: | Owner: | Due date: |
| Arlana Keen | All contribute to group missions. | 25th April 2019 |
| Oliver Howe | All contribute to group missions. | 25th April 2019 |
| Lewis Jackson | All contribute to group missions. | 25th April 2019 |
| Brandon Henderson | All contribute to group missions. | 25th April 2019 |
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| Discussion: |
| We used this meeting to all contribute to the group missions, we split these missions into sub missions and shared these out fairly, we thought this would be the most time effective way.As we got on with the submissions we all came back with improvements using the scrum technique. As project manager i also wanted to check on deadlines and see if this was feasible. |

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| Decisions made: |
| * Carry on finishing group missions with the deadline being the following week using the next meeting to finish the off. * Deadlines to change slightly * Discuss everyday improvements we can make |