Team Minutes

### Date: 13/04/2018

Date: 10/03/2018

Chair: Ryan

Secretariat: Jette

Attendees: Leonard Meerwood, Ryan Smith, Jette McKellar

Absent: Beau Johnson (prior advice given and consent received from other team members)

Meeting Minutes

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| Agenda Items | Minutes |
| 1. Inception Phase Project Status document | * Document completed by Jette was revised and updated * To be sent to version control tonight |
| 1. Project Plan document | * Project Plan completed by Jette was revised and updated. * To be sent to version control tonight |
| 1. Risk List document | * Lack of local testing environment for each user added as a risk. * To be sent to version control tonight |
| 1. Inception Iteration Plan 2 | * To be revised at next team meeting. |
| 1. Elaboration Iteration Plan 1 | * + Iteration Plan 2 was written, and tasks were assigned.   + Beau and Lenny to check tasks assigned and provide feedback.   + To be sent to version control tonight |

Actions

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| Action Items | Assigned To | Complete By |
| 1: Revision of work item assignments to be completed | Beau & Lenny | 19/04/2018 |