| Accent icon | Meeting Minutes |
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# Call to order

A meeting of Group 36 was held at QUT on 23/08/17.

# Attendees

Attendees included:

* Lachlan Feeney
* Rohil Uttamsingh
* Joseph D’Astuto
* George Hinchliff
* Kyle Tristan Dela Cruz

# Members not in attendance

Members not in attendance included: None

# Approval of minutes

The agenda was unanimously approved as distributed

# Reports

Expected SP completed: 3.2

Actual SP completed: 0

SP behind schedule: 3.2

# Unfinished business

None

# New business

Regular meeting times on Monday and Wednesday were set with compulsory attendance for the entire 4-week sprint

Sprint and release plan was reviewed to ensure everyone was aware of what was required:

* The team would need to complete 1.6 story points for each day of the 20-day sprint to stay on track

Tasks were assigned for first week of sprint

* Kyle: Create the web app database for user information (4 SP) (Due: 28/08)
* Joseph: Set up Django workspace to begin development of web application (Due: 28/08)
* George: Assist with setting up Django workspace (Due: 28/08)
* Rohil: Assist with creation of database (Due: 28/08)
* Lachlan: Create ERD and design of database for user information (Due: 28/08)

Expectation was set to return to Monday meeting with evidence of progress / completion of tasks assigned

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| Lachlan Feeney |  | 23/08/17 |
| SCRUM Master |  | Date of approval |