**Team: Waterfall Date: 04/19/2017**

**Start time: 6h30 End time: 6h45**

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| Member Name (indicate) | Summary of what was completed since last meeting | Summary of what is planned to be completed by next meeting | Summary of what is getting in their way? |
| Ocean  Present from start to end of meeting? YES  Is Scrum Master?  NO | Worked on creating task that have not been complete yet. Worked through user story 3 which did not get done in last sprint. | Going to create task for user story 13 and work on implementing the functionality for it. | Few questions about acceptance criteria that we needed to take about during the meeting. |
| Andrew  Present from start to end of meeting? YES  Is Scrum Master?  YES | Worked on creating task that have not been complete yet. Worked on user story 1 which did not get done last sprint. | Going to create task for user story 12 and work on implementing the functionality for it. | Few questions about acceptance criteria that we needed to take about during the meeting. |
| Scott  Present from start to end of meeting? YES  Is Scrum Master?  NO | Worked on creating task that have not been complete yet. Worked on finishing User stories 3 which did not get done in last sprint. | Going to create task for user story 11 and work on implementing the functionality for it. | Few questions about acceptance criteria that we needed to take about during the meeting. |
| Robert  Present from start to end of meeting? YES  Is Scrum Master?  NO | Worked on testing functionality of user stories that did not get done last sprint. | Going to create task for user story 11 and work on implementing the functionality for it. | Few questions about acceptance criteria that we needed to take about during the meeting. |