**Team: Waterfall Date: 04/21/2017**

**Start time: 5h00 End time: 5h15**

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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 tasks for user story 13. Added functionality to create tasks and tested functionality. | Work on user story 14 which is moving tasks from to do to doing. It should be similar to user story 13. | Determining how to link the different tasks to the original user story. |
| Andrew  Present from start to end of meeting? YES  Is Scrum Master?  NO | Created tasks for 12. Added functionality to allow members to accept or reject project requests. | Create tasks for rest of the items on our backlog. Working on the other messaging functionality on user story 24 and 25 because it is similar to 12. | There were a few acceptance criteria that I was unsure of. Made a list of questions about user stories and will need to ask about them as work continues. |
| Scott  Present from start to end of meeting? YES  Is Scrum Master?  YES | Created tasks for user story 11. Added fields to the user table to differentiate users. | Working on the back end functionality for changing what different member types are able to do. |  |
| Robert  Present from start to end of meeting? YES  Is Scrum Master?  NO | Helped test user story 11. | Continue to work on testing the user story functionalities as they get done. |  |