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

**Start time: 10h30 End time: 10h45**

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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 14. Worked through the functionality of moving the tasks. | Continue to work on user story 14. | Decided to just link the user stories to the tasks by the number rather than color. |
| Andrew  Present from start to end of meeting? YES  Is Scrum Master?  YES | Wrote the rest of the tasks for the remaining backlog items. Implemented messaging function for user story 24. Added the edit function on tasks as well for user story 15. | 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. | Looking into user story 25 to see if our current implementation fits the acceptance criteria. We may need a separate page for viewing all messages which are part of all the projects we have. |
| Scott  Present from start to end of meeting? YES  Is Scrum Master?  NO | Looked into implementing the back end to split functionality between developer and PO. Everything seems to be working for developers side | Continue to work on getting PO side working and split up the tasks only assigned to PO | Still determining the best way to split up the different roles. |
| Robert  Present from start to end of meeting? YES  Is Scrum Master?  NO | Tested the movement of tasks and the messaging functionality to make sure it fits AC. | Continue to work on testing the user story functionalities as they get done. |  |