**Week 3 - Tuesday 04/08/2015 3:00pm-4:00pm**

Present: Daniel, Thomas, James, Moon

Absent: Ben, Christian

Tasks done:

* Discussed client expectations
* Discussed team members’ skills (no one has experience with cloud)
* Produced some user stories
* Set up a Git repository

**Week 4 - Tuesday 11/08/2015 3:00pm-4:30pm**

Present: Daniel, Thomas, James, Moon, Ben, Christian

Absent: N/A

Tasks done:

* Fixed user stories
* Assigned user stories priorities
* Discussed cloud hosting options
* Set up team JIRA account

**Week 5 - Tuesday 18/08/2015 3:00pm-3:40pm**

Present: Daniel, Thomas, Moon, Christian

Absent: Ben, James

Tasks done:

* Read through Stories and Plans criteria
* Input user stories on JIRA
* Discussed cloud hosting option - Amazon
* Discussed catch up Workshop tasks
* Discussed exporting JIRA user stories to GitHub (needs to be clarified with the tutor)
* Made a “User Stories and Plans” branch on GitHub

**Week 6 - Tuesday 25/08/2015 3:00pm-5:30pm**

Present: Daniel, Thomas, Moon, Christian, Ben, James

Absent: N/A

Tasks done:

* Finalised stories acceptance criteria
* Completed release plan

**Week 6 - Wednesday 26/08/2015 3:00pm-4:40pm (extra meeting)**

Present: Ben, Moon

Absent: Daniel, Thomas, Christian, James

Tasks done:

* Finalised sprint plan
* Uploaded user stories, release and sprint plans to Github for submission

**Week 7 - Tuesday 01/09/2015 3:00pm-4:00pm**

Present: Daniel, Thomas, Moon, Christian, Ben, James

Absent: N/A

Tasks done:

* Assigned JIRA tasks to team members
* Familiarized to environment and connected to PuTTY/FTP

**Week 8 - Tuesday 08/09/2015 3:00pm-4:00pm**

Present: Daniel, Thomas, Moon, Ben, James

Absent: Christian

Tasks done:

* Went through Peer Review criteria
* Went through workshop schedule
* Planned client demonstration for workshop
* Started Sprint 2 plan

**Week 9 - Tuesday 15/09/2015 3:00pm-3:30pm**

Present: Daniel, Thomas, Moon, Christian

Absent: Ben, James

Tasks done:

* Created JIRA sub-tasks for Sprint 2
* Checked Sprint 2 progress

**Week 10 - Tuesday 22/09/2015 3:00pm-4:00pm**

Present: Daniel, Thomas, Moon, Christian, Ben, James

Absent: N/A

Tasks done:

* Progress check
* Release 1 workshop preparation

**Mid-semester Break**

**Week 11 - Meeting cancelled**

**Week 12 - Tuesday 13/10/2015 3:00pm-3:40pm**

Present: Daniel, Thomas, Moon, Christian, Ben

Absent: James

Tasks done:

* Prepared JIRA for end of sprint 3 presentation

**Week 13 - Tuesday 20/10/2015 3:00pm-5:00pm**

Present: Daniel, Thomas, Moon, Christian, Ben, James

Absent: N/A

Tasks done:

* Implemented some functionalities on Bootstrap version of front end

**Week 14 - Monday 26/10/2015 10:00-11:00am**

Present: Daniel, Thomas, Moon, Christian, Ben, James

Absent: N/A

Tasks done:

* Finalised Release 2 presentation and documents