**Meeting Minutes 28/07/2017(Week 1)**: 11am - 12am (Finishing off team agreement, installing software on all computers, making sure everyone knows their roles).

Meeting agenda

* Finish off and send team agreement
* Software should be installed, if not give/ ask for help
* Make sure everyone know what they are supposed to do in their roles
* Finish off homework workshop 1

\*Achieved week 1 objectives set during first workshop.

**Meeting minutes 2/08/2017(Week3)**

Meeting agenda: finish off features.

* Search function for all data needs of the user
* Database server
* Maps functionalities during search
* Create 4 different user accounts
* Simple website design

\*Completed meeting agenda

\*NEXT MEETING AGENDA: Decide system goals, some or completed stories.

**Meeting - 04/08/2017(Week3)**

Meeting agenda:

* Add in more stories
* Consult about user stories
* Give/ask help with software installation.
* Read about database setup

Planning poker for story points.

Technology grid various task needed to finish that user story.

Backlog - case study must have complete list of user stories, must have estimates for must have could have and should have stories. Must need to send the finalised the backlog to client. Start planning for release and sprint planning after.

**Meeting - 23/08/2017 & 25/08/2017(Week5)**

Meeting agenda: Ensuring all stories are well polished

* Refined stories, reviewing the proper story points
* Acceptance reviewed
* Prioritization of stories are relevant to the user client
* Finalise User stories and actually submit the assessment

\*Completed meeting agenda

**Meeting -  30/08/2017 & 01/09/2017(Week6)**

Meeting agenda: Sprint 1 planning

* Designs for UI
* Drawings and mock ups
* Burndown chart is created

**Meeting - 13/09/2017 & 15/09/2017(Week8)**

Meeting agenda: Sprint 1 planning

* Initial planning for applications in django(login, register, introduction page, search)
* Class diagrams, sample data flow designs.
* Burndown chart is updated

**Meeting - 20/09/2017 & 22/09/2017(Week9)**

Meeting Agenda: Sprint 1 planning

* Finishing code for django applications
* Checking assessment criteria, tick off all completed tasks
* Check if all tasks in the sprint
* Burndown chart is updated

**Meeting - 04/10/2017 & 06/10/2017(Week10)**

Meeting Agenda: Sprint 1 finalisation and sprint 1 retrospective

* Burndown chart is updated
* Finalisation of sprint 1 tasks