**Meeting Minutes (Week 6)**

|  |  |  |
| --- | --- | --- |
| **Place:** | **Date:** | **TIme:** |
| Skype | 30/08 | 8:00PM - 9:10PM |

|  |  |
| --- | --- |
| **Name:** | **Present:** |
| Cameron Gartner | Yes |
| Chee Ho Chan | Yes |
| Dimitrios Karanasios | Yes |
| Jonathan Meyer | Yes |
| Mitchell Dame | Yes |

|  |  |
| --- | --- |
| **Objective ID:** | **Description:** |
| 01 | Finalise implementation of the remaining user stories |
| 02 | Revise sprint burndown chart |
| 03 | Produce release burndown chart for sprint review |

|  |  |  |  |
| --- | --- | --- | --- |
| **Objective ID:** | **Assigned member:** | **Duration:** | **Completed:** |
| 01 | ALL | 20 mins | Yes |
| 02 | ALL | 10 mins | Yes |
| 03 | Cameron, Jon, Chee Ho | 40 mins | Yes |

|  |  |
| --- | --- |
| **Objective ID:** | **Reason for not completing:** |
| N/A | N/A |