**Meeting Minutes (Week 3)**

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| **Place:** | **Date:** | **TIme:** |
| P506A | 09/08 | 4:00PM - 5:20PM |

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

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| --- | --- |
| **Objective ID:** | **Description:** |
| 01 | Finalise backlog of user stories |
| 02 | Develop acceptance criteria |
| 03 | Develop estimates for all user stories |

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| --- | --- | --- | --- |
| **Objective ID:** | **Assigned member:** | **Duration:** | **Completed:** |
| 01 | ALL | 20 mins | Yes |
| 02 | ALL | 30 mins | Yes |
| 03 | ALL | 30 mins | Yes |

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