**Meeting Minutes (Week 8)**

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| **Place:** | **Date:** | **TIme:** |
| Skype | 13/09 | 8:00PM - 9:10PM |

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

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| **Objective ID:** | **Description:** |
| 01 | Finalise implementation of the user stories and tasks for sprint 2 |
| 02 | Revise sprint burndown chart |
| 03 | Produce a release burndown chart |

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| **Objective ID:** | **Assigned member:** | **Duration:** | **Completed:** |
| 01 | ALL | 20 mins | Yes |
| 02 | ALL | 10 mins | Yes |
| 03 | ALL | 40 mins | Yes |

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