Wk4 Meeting 1

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| Minutes | August 15, 2017 | 10AM | GP Q-218 |

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| Meeting called by | Group |
| Type of meeting | In-Person |
| Facilitator | Rick Mccasker |
| Attendees | Rick, Chais, Owen, Andrew |

## Agenda topics

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| 30mins | Recap |  |

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| Discussion |  | | |
| Ensuring that the entire group is caught up. | | | |
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| Conclusions |  | | |
| All action items presented on time, smaller things to improve overall quality were discussed and shall be brought to the next meeting. | | | |
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| Action items | | Person responsible | Deadline |
| Reexamine story points & priorities | | Rick | 16 |
| Give story a final client lookover for release/sprint plan addition | | Andrew | 16 |
| Overlook acceptance criteria | | Chais | 16 |
| Give story a dev lookover | | Owen | 16 |

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| 1.5hrs | Release and Sprint Plan | [Presenter] |

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| Discussion |  | | |
| Discuss what needs to be completed before next meeting. | | | |
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| Conclusions |  | | |
| The group now has a sounder understanding of what must be included in a release/sprint plan. | | | |
| Each member will decide where they think each story belongs which will be compared during the next meeting. | | | |
| Action items | | Person responsible | Deadline |
| Assign stories to releases | | Rick, Andrew, Chais, Owen | 16 |
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| Observers |  |
| Resource persons |  |
| Special notes |  |