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| Meeting Agenda Team Meeting |

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| Location: | Library 1A |
| Date: | 19/04/2018 |
| Time: | 1pm– 3pm (2pm to 3pm is group work) |

# Agenda details:

### **(First hour - main meeting - 36 minutes)**

## Action Items from last week (12 minutes)

* 1. Meeting minutes must be consolidated record for each meeting (missing minutes)
  2. 2 members must still submit Peer Review Form
  3. Complete and Sign Off Contribution Sheet
  4. Get Client Agreement Form Sheet
  5. Make sure everyone fills in Contributions Sheet

## Review On Last weeks progress (5 minutes)

* 1. Improvements that we want
  2. Risks/Issues

1. Plan for next social activity (2 minutes)
2. Check Worklogs and Contribution sheet and sign off everyones worklogs (12 minutes)
3. Action Items (5 minutes)

### **(Second hour - group work - 84 minutes)**

1. Architecture design (42 minutes)
   1. Discuss as a group
2. Sprint Planning (42 minutes)
   1. Discuss as a group