**IFB299 – Team Meeting 10 (Team 82)**

***Development Project:*** *Community Organisation*

***Client Team:*** *Team 81*

***Date and Time:*** Wednesday 26th October, 2016 – 9:00 am

***Attendees:***

* Tess
* Peipei ‘Christy’
* Kent
* Jiyoung
* Kris
* Sahib
* Se Jun

***Agenda:***

* Assess completion of Sprint 4 tasks
* Ensure all documents are finalised for Release 2 submission after workshop
* Prepare for final Demonstration in class to show client and tutor our end product

***Minutes:***

* Assess completion of Sprint 3 tasks thus far
  + Team collectively discussed the completion of Sprint 4 tasks to determine if we had adequately completed the remaining stories and whether we could class all stories as being fully complete
  + Team also finalised the hours taken for the completed tasks for Sprint 4 and updated the Sprint and Release Burn down charts accordingly
* Ensure all documents are finalised for Release 2 submission after workshop
  + Team ensured that we had all completed our relative tasks and documents in preparation for our demonstration during the workshop
  + Team also discussed the course of action that would be taken if some documents still needed to be finalised in order to construct a plan for when these needed to be finalised to ensure we could submit our files on time
* Prepare for final Demonstration in class to show client and tutor our end product
  + Team prepared for the final demonstration of the website to showcase the stories we had completed over the project’s duration to our clients and tutor
  + If any points about the presentation were unclear or any final adjustments need to be made, the team discussed these points to ensure that every member understood our progress in preparation for the presentation