**IFB299 – Team Meeting 3 (Team 82)**

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

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

***Date and Time:*** Wednesday 24th August, 2016 – 9:00 am

***Attendees:***

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

***Agenda:***

* Review finalised user story cards to ensure all team members agree on them and cards are ready for submission
* Work on finalising tasks for all sprints
* Review finalised release plan and ensure it is ready for submission (also done during workshop)

***Minutes:***

* Review finalised user story cards to ensure all team members agree on them and cards are ready for submission
  + Team reviewed the user story cards and agreed that the document was ready for submission
* Work on finalising tasks for all sprints
  + Team began working on finalising the tasks for all sprints, and this continued during the workshop to ensure that all tasks were ready for submission
* Review finalised release plan and ensure it is ready for submission (also done during workshop)
  + Team were going to review the finalised release and sprint plan during the workshop and agree that once the document is finalised, it will be ready for submission

***Next Meeting:***

* Before the net workshop, the team will meet again to discuss the progress of the first sprint (Sprint 1) in preparation for the workshop