**IFB299 – Team Meeting 4 (Team 82)**

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

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

***Date and Time:*** Wednesday 31st August, 2016 – 9:00 am

***Attendees:***

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

***Agenda:***

* Review progress for Sprint 1 development
* Discuss additional tasks that need to be completed for client demo next week (e.g. storyboards)

***Minutes:***

* Review progress for Sprint 1 development
  + Team discussed progress of development for Sprint 1 and how we are tracking in terms of the project
* Discuss additional tasks that need to be completed for client demo next week (e.g. storyboards)
  + Team discussed the additional tasks that we
    - Mock ups of the layout and design of the website were created to give us an idea of what we want it to look like
    - BPMN models will be developed to show the business processes for the organisation as a result of the new website implementation

***Next Meeting:***

* Before the next workshop, the team will meet again to discuss the progress of (Sprint 1) in preparation for presenting this end result to the client during next workshop