**IFB299 – Team Meeting 5 (Team 82)**

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

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

***Date and Time:*** Wednesday 7th September, 2016 – 9:00 am

***Attendees:***

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

***Agenda:***

* Finalise Sprint 1 development and actual hours taken for tasks
* Go over Sprint 2 plan to ensure it is ready for submission through repository (GitLab)
* Prepare for demo in class to present to client team

***Minutes:***

* Update Sprint 1 development and actual hours taken for tasks
  + Team collectively updated the Sprint 1 development plan and agreed on the amount of hours taken to complete each task from the Sprint
  + When these hours were finalised, the Sprint and Release Burndown charts were completed to show to client team and tutor
* Go over Sprint 2 plan to ensure it is ready for submission through repository (GitLab)
  + Team looked over Sprint 2 details and confirmed any issues to ensure it will be ready for submission
* Prepare for demo in class to present to client team
  + Team reviewed our demo to be presented in class to clarify any points before presentation and discuss how we were going to present our progress to the clients

***Next Meeting:***

* Before the next workshop, the team will meet again to discuss the progress of Sprint 2 development