**IFB299 – Team Meeting 6 (Team 82)**

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

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

***Date and Time:*** Wednesday 14th September, 2016 – 9:00 am

***Attendees:***

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

***Agenda:***

* Assess progress on Sprint 2 tasks
* Prepare for Release 1 demonstration the following week

***Minutes:***

* Assess progress on Sprint 2 tasks
  + Team collectively discussed the progress of Week 1 of Sprint 2 and whether or not we were on track to complete all tasks on time
  + Team also finalised the hours taken for the completed tasks so far in Sprint 2
  + When these hours were finalised, the Sprint and Release Burndown charts were completed to show to client team and tutor
* Prepare for Release 1 demonstration next week
  + Team reviewed what we would have completed/not completed for the demo next week
  + Team also was able to clarify any points that were unclear about the presentation, however this will be discussed further next meeting before the demo

***Next Meeting:***

* Before the next workshop, the team will meet again to discuss the conclusion of Sprint 2 development and discuss the Release 1 demonstration to be delivered in class