**IFB299 – Team Meeting 7 (Team 82)**

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

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

***Date and Time:*** Wednesday 21st September, 2016 – 9:00 am

***Attendees:***

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

***Agenda:***

* Assess completion of Release 1 tasks (Sprint 1 and Sprint 2)
* Prepare for Release 1 demonstration to present to client

***Minutes:***

* Assess completion of Release 1 tasks (Sprint 1 and Sprint 2)
  + Team collectively discussed the completion of Release 1 to determine if tasks were completed/not completed and how we would incorporate the incomplete tasks into the next Release
  + Team also finalised the hours taken for the completed tasks for Release 1
  + The Sprint and Release Plans were updated and the Sprint and Release Burndown charts were completed to show to client team and tutor
* Prepare for Release 1 demonstration to present to client
  + Team reviewed what we had completed/not completed for the demo to the client
  + Team also was able to clarify any points that were unclear about the presentation to ensure that we were delivering a presentation that was effective and understandable by the client

***Next Meeting:***

* Before the next workshop, the team will meet again to discuss the progress for Sprint 3 (Week 1) after the mid semester break