**IFB299 – Team Meeting 9 (Team 82)**

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

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

***Date and Time:*** Wednesday 12th October, 2016 – 9:00 am

***Attendees:***

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

***Agenda:***

* Assess completion of Sprint 3 tasks
* Prepare for Peer Review Demonstration in class to show client and tutor our progress

***Minutes:***

* Assess completion of Sprint 3 tasks thus far
  + Team collectively discussed the completion of Sprint 3 tasks to determine if we were on track or not and if there were any incomplete tasks, we would agree on how to incorporate these tasks within the next Sprint (Sprint 4) to ensure they are completed
  + Team also finalised the hours taken for the completed tasks for Sprint 3 and updated the Sprint and Release Burndown charts accordingly
* Prepare for Peer Review Demonstration in class to show client and tutor our progress
  + Team prepared for the demonstration for peer review of the tasks and user stories we had completed for Sprint 3 on top of the tasks completed for Release 1
  + If any points about the presentation were unclear, the team discussed these points to ensure that every member understood our progress in preparation for the presentation

***Next Meeting:***

* Before the next workshop, the team will meet again to discuss the progress for Sprint 4 (Week 1)