MEETING MINUTES

Team Meeting

LOCATION: WT LEVEL 5

DATE: 01/05/2018

TIME: 14:00 - 14:30

ATTENDEES: Daniel Wood, Junha Yu, Tristan Kells

Agenda Items

- Agreed as a team to start contributing to the team Jira, as part of our sprint planning.
- Allocated development specific tasks as user stories to start working on before next team meeting.
- Got all members of the team attached to the team github repository.
- Created Sprint 2 Planning documentation.
- Created sprint 1 Review documentation.
- Next meeting scheduled for 12:00 08/05/18

ACTION ITEMS	OWNER(S)	DEADLINE	STATUS
[Action item]	[Name(s)]	[Date]	[Status, such as In Progress or Complete]

As a user I would like to view a calendar detailing work being done by team members. (User Story)	Dan Wood	08/05/2018	In Progress
As a user, I would like to be able to select clients from a drop down table for the consultant table. (User Story)	Tristan Kells	08/05/2018	In Progress
As a user, I would like to be able to edit consultant information (User Story)	Junha Yu	08/05/2018	In Progress