

Meeting Attendance

No.	Date	Summary of Meeting	Attendees
1	31.07.2020 3pm	Project Selection Discussion	All except Eric
2	14.08.2020 11am	Project Initiation with Claire	All
3	18.08.2020 3pm	Daily Standup 1	All except Preet
4	19.08.2020 11am	Daily Standup 2 + Product Backlog	All
5	21.08.2020 3pm	Product Backlog Estimation + Tech Stack Finalisation	All
6	24.08.2020 11am	Sprint Review with Claire - Demo lo-fi prototypes	All
7	25.08.2020 3pm	Daily Standup 3	All except Eric and Mitchell
8	26.08.2020 3pm	Project Proposal Deliverables Review	All
9	31.08.2020 11am	Sprint Review 2 with Claire - Demo hi-fi prototypes	All except Gargi, Mitchell and Preet
10	04.09.2020 3pm	Daily Standup 4	All except Gargi
11	07.09.2020 3pm	Daily Standup 5	All except Lucy
12	08.09.2020 3pm	Daily Standup 6	All
13	09.09.2020 3pm	Daily Standup 7	All except Preet
14	10.09.2020 3pm	Daily Standup 8	All except Michelle
15	11.09.2020 3pm	Daily Standup 9	All except Gargi
16	14.09.2020 11am	Sprint Review 3 with Claire - Demo development	All except Preet
17	18.09.2020	Sprint Retro 3	All except Eric

	3pm		
18	21.09.2020 3pm	Sprint Planning 4	All
19	22.09.2020 3pm	Daily Standup 10	All except Preet and Daria
20	23.09.2020 3pm	Daily Standup 11	All except Preet
21	24.09.2020 3pm	Daily Standup 12	All
22	25.09.2020 3pm	Daily Standup 13	All
23	28.09.2020 3pm	Sprint Planning 5	All
24	29.09.2020 3pm	Daily Standup 14	All
25	30.09.2020 3pm	Daily Standup 15	All except Preet
26	01.10.2020 3pm	Daily Standup 16	All except Daria
27	02.10.2020 3pm	Daily Standup 17	All
28	12.10.2020 3pm	Discussion of Final Deliverables	All
29	14.10.2020 4.30pm	Discussion of Final Deliverables and Participation Table	All except Mitchell
30	15.10.2020 12pm	Final Demo Practice	All