**Sample – Completed Agenda/Minutes at end of current meeting**

**FIT1013 Team 150 - Meeting 1 – 3 September 2018**

1. **Attendance and Apologies**

**Members present:** Ann Miller, Valerie Soares, Tuck Le Ong

**Apologies:** Martin - Car accident – in hospital

1. **Minutes of Previous Meeting**
2. **Business Arising from Previous Meeting**

Reporting on Action Sheet for last Meeting 5

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Action** | **Person(s)**  **Responsible** | **Status** |
| 3.1 | Discuss on Task 2 | Ann & Tuck Le | In progress |
| 3.2 | Complete Draft Task 1 | Val & Martin | Not completed, Martin in hospital. Will need to reallocate work. |

1. **Agenda**

Action Sheet from today’s Meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Action** | **Person(s)**  **Responsible** | **Expected**  **completion**  **date/time** |
| 4.1 | Complete Task 2 | Val & Tuck Le | 5 Sept |
| 4.2 | Start Task 3 | Ann | 5 Sept |

1. **Concerns**

**5.1** The team is worried that Martin may be in hospital for a while – Ann to contact Tutor.

**5.2** Many team members late for meetings.

1. **Next Meeting**

The next meeting is schedule for 5 Sept 2018 - 10.00 am at Monash Campus Centre

**Template Agenda/Minutes – for your use**

**FIT1013 Team - Meeting –**

1. **Attendance & Apologies**

**Members present:**

**Apologies:**

1. **Minutes of previous meeting**
2. **Business arising from previous meeting**

Reporting on Action Sheet for last Meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Action** | **Person(s)**  **Responsible** | **Status** |
| 3.1 |  |  |  |
| 3.2 |  |  |  |
| … |  |  |  |
|  |  |  |  |

1. **Agenda**

4.2

Action Sheet from today’s Meeting

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Action** | **Person(s)**  **Responsible** | **Expected**  **completion**  **date/time** |
| 4.1 |  |  |  |
| 4.2 |  |  |  |
| … |  |  |  |
|  |  |  |  |

1. **Concerns**
2. **Next meeting**

The next meeting is scheduled for