**Action Minutes Author: John Santias**

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| Meeting Date: | Meeting Time: | Meeting Place: |
| 26/02/2018 | 8am – 10am | V-510 Group study room |

**Members Present:**

|  |  |
| --- | --- |
| Member Name | Present |
| James Uprichard | Yes |
| Michael Bell | Yes |
| Emily-Jane Deering | No |
| John Santias | Yes |

**Decisions:**

|  |  |
| --- | --- |
| Decisions made: | Why: |
| Change/fix up parts of the team agreement | To create a suitable team agreement for everyone as well as fixing up sentences that didn’t make sense |
| Non-compliance combined | Information provided by both James and John were important and different from each other. |

**Assigned tasks:**

|  |  |  |
| --- | --- | --- |
| Team Member | Tasks Assigned on Meeting Date | Expected Completion Date |
| Emily-Jane Deering | Create client requirements | 28 February |
| James Uprichard | Create client requirements | 28 February |
| Michael Bell | Create client requirements | 28 February |
| John Santias | Create client requirements | 28 February |

**Project Progress:**

|  |  |  |
| --- | --- | --- |
| Project Component | Status of Component | Delivery Date |
| User requirements | Incomplete | 28 February |

There were no reported issues during this meeting.