Frederick Harrington
Fred Barnes
CO600: Meetings QA
23 October 2015

Quality Assurance: Meetings

Default Format

All meetings must have the notes recorded and added to the repository in the .pdf file type. If the work has been completed colour it green, red if the work was not completed and *N/A* when no work was preformed. All meetings must keeps to this format:

Meeting:
> DATE

Present:
> ATTENDED

Aims:
> MEETING AIM

Harry:
> WORK

Fred:
> N/A

James:
> WORK

Mo:
> WORK

Alex:
> WORK

Ending Notes:
> NOTES FOR NEXT WEEK, OVERALL THOUGHTS ON PROGRESS