**Team Meeting Notes Template**

Team name: Design Thinkers

Date of Meeting: 25/08/2021

Start Time: 2:30pm End Time: 4:30pm

Members present:

* Jake Edmunds
* Braydan Newman
* Adam Albert
* Danielle Jones
* Samuel Barrett

Meeting Chairperson: Braydan Newman

Minutes taken by: Braydan Newman

**Summary of Meeting: (what was discussed?)**

**Prior to meeting:**

During the practical the prototype was tested and given out to multiple people for feedback

**Agenda:**

During the meeting it was planed to go through the prototype and feedback to come up with positives, changes and ideas/ insights of what future prototypes could test

**Result of Meeting:**

The meeting resulted it a lot of comments on the prototype, most if not all comments made were only very minor things and could be changes in a matter of minutes, no major faults were found in out prototype

**Next Meeting:**

No further meeting will be held before due date.

I acknowledge and have read the team meeting minutes; I understand and will prepare for the activities required prior to next team meeting as outlined in this document:

**Name and date:**

Braydan Newman - 30/09/2021