**Meeting Minutes** November 4, 2020 

Meeting took place on DATE TIME

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Team member | Present | Apols | Absent |  | Guests in attendance |
| Maclan Rowley⁕ | ▢ | ▢ | ▢ |  |  |
| Malachi Loveridge | ▢ | ▢ | ▢ |  |  |
| Steve Griffiths ♛ | ▢ | ▢ | ▢ |  |  |
| Yusif Abdul-Nabi | ▢ | ▢ | ▢ |  |  |
| Ali Khan |  | ▢ | ▢ |  |  |
| Product owner:  Bob Champion | ▢ | ▢ | ▢ |  |  |

⁕ This week’s scrum master ♛ Chairperson (scrum master and chair are rotated every fortnight)

Dear TitleRecipient's name,

Please review the minutes of our recent meeting. Pay particular attention to the action points, especially those attributed to you. You should make sure you bring information about your progress to the next scheduled meeting. Where possible all action points should be closed off before then. If there are errors in the minutes they should be raised at the next meeting under agenda item Matters Arising. This is also the item where progress on actions is reported.

|  |  |  |
| --- | --- | --- |
| No. | **Minutes** (sections should be headed in accordance with agenda items) | **Action by** (include deadline where possible) |
|  | **Matters Arising** |  |
| 1 |  |  |
| 2 |  |  |
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| 6 |  |  |
| 7 |  |  |
| 8 |  |  |
| 9 |  |  |
|  | **Any other business** |  |

Meeting minutes prepared by Minute taker

|  |  |  |  |
| --- | --- | --- | --- |
| **Sign off** | Product owner name | Signature | Date |
|  |  |  |  |

Sender's name