**Chameleon Meeting Minutes Template**

This document is intended to help track the outcomes of a meeting and the items discussed.  
Fill in the fields as specified & send the document to the attendees following the meeting to ensure all parties have a reference for any action items that need to be completed

The file name should be structured as ‘Team\_yy-mm-dd'. This should help to organise the documents by Team and then date [oldest to newest] and make it easier to find minutes for specific meetings.

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| **Project** | Chameleon |
| **Team** | Leader |
| **Date / week** | 05-03-2024 / Week 1 |
| **Time** | 12pm:mm |
| **Facilitator** | Te Claire |
| **Minutes by** | Theodore Savvidis |

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| **Attendees** | * Ella Zarandi * Chathu Ranaweera * Te Claire * Harley Ngo * Kasey Wu * Sim Simranjit Singh * Theodore Savvidis * Nathan Tien Le Nguyen * Barry Chen |

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| **Apologies** | * Michelle Yu * Atabak Elmi * Atul Sajjanhar * Lennon Chang * Jesse Mcmeikan * Jess Jaswal * Nehanjali Chowdary Makineni * Amin Abken * Sakif Hasan * Akshit Singh * Rhutuvaruni Vinayak K. * Yash Krupanand Daware * Alison Collins * Kartik Kaushik |

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| **Agenda [dot points in order of discussion]** |
| * Onboarding for leaders * Quick intro around the room from each of the leaders and mentors |

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| **Discussion & any decisions made [what, why & impacts]** |
| It was noted that some senior members may not have access to the SharePoint site.  We discussed the team leaders for each team and how there was no one filling the leader role for EV.  No company leader has been assigned. We still need assistance with adding people to the teams channel.  Discussed possibly a new time to organise a different time to meet. Week 3 meetings will take place at 4 – 4:30.  Discussed the delegation of work. |

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| **Action items [insert additional rows if needed]** | **Responsible** | **Due date** |
| 1. Reach out to returning seniors of Chameleon to see who would want to be part of the leadership team for any team but primarily for EV. | Harley Ngo | Week 2 |
| 1. Updates from the projects. The current status of all projects. Small presentation needing to be done on the update for each project and in the coming weeks | TBD |  |
| 1. Need to determine who the product owner is |  |  |
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| **Other / items not discussed** |
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