**Team Software Project**

**Meeting held at 1pm, Friday xxxxxxx**

**Minutes**

1. **Welcome**

In attendance:

Barry Ip (Team Leader)

Joe Bloggs (minutes) – SPECIFY A PERSON WHO WILL TAKE MINUTES EACH MEETING (This can be rotated on a weekly basis)

Clark Kent

Etc.

1. **Apologies for absence**

Note those who submitted apologies and those absent

1. **Minutes of the previous meeting, xxxx**

Revisit minutes from previous meeting and confirm accuracy. **Check on any actions** that need to be followed up in this meeting.

1. **Discussion of agreed points from agenda**

* Make notes as necessary to reflect what was discussed.
* Note any specific discussion points and actions necessary for specific members, such as:
* Each team member gave an introduction to their background and interests.
* Team leader encouraged discussion of tasks and what each member would prefer to undertake (overlapping tasks are OK).
* Tasks were allocated to each team member. The roles were confirmed as the following:

|  |  |  |
| --- | --- | --- |
| **Member** | **Role** | **Task(s)** |
| Barry | Team Leader  Researcher for e-commerce websites for video games | * Organise dates for meetings. * Set up team communications channel. * Conduct research into e-commerce sites and report findings by next week. |
| Joe | Researcher for prototyping platforms | * Minute taker. * Conduct research into prototyping platforms and report findings by next week. |
| Clark | Project planner | * Produce initial project plan for team based on current tasks and deadlines. Consult with team members. * Distribute project plan to team members. |
| Xxx |  |  |
| xxx |  |  |

* **Action:** Barry to carry out research into e-commerce websites for video games and report on findings in next meeting.
* **Action:** Joe to research into different prototyping platforms and report on those that can be used for project. Team will discuss final choice after next meeting.
* **And so on…**

1. **Each point to reflect each key discussion point, as necessary**

* Make notes as necessary, as above.

1. **Date of next meeting:** Determine a suitable date for next meeting and confirm here.
2. **Any other business**

Note any other points made before meeting ends.