

TEAM WORK MEETING AGENDA

The chairperson fills out this form before a meeting to organise tasks to be discussed.

Meeting details

Chairperson: Vik		Minutes: 1 Hour	Date & Time: 10-13 /04/18	Location: Online - Messenger & On Campus
	Item <i>What will be discussed at the next meeting?</i>	Notes <i>What details are important for attendees?</i>		
1	UI Designs	Base layout design, colour scheme, any questions		
2	Allocation of UI Design Sections	Who is doing what section		
3	Changes to UI, Peer Review of UI's	Any inconsistencies in UI design		
4	Preparation for Class Diagrams	Understanding what needs to be included / layout		
5				
6				
7				

TEAM WORK MEETING MINUTES

Fill out this form during a meeting to allocate tasks to each team member to complete in time for the next meeting.

Attendees: All		Absent: Nil		Date & Time: 10/04/18		Location: Online - Messenger	
Minutes: <i>Who is filling out this form?</i>				Chairperson: <i>Who is organising the meeting?</i>			
	Item <i>What has to be done by the next meeting?</i>	Action <i>What action is required to get it done?</i>	Who <i>Who is responsible?</i>		Duration <i>How long will it take to complete?</i>		
1	All UI Designs	Designing product electronically with software	All		3 Hours		
2	Cross checking of UI Designs	Sending completed work to peers to review	All		1 Hour		
3	Preparation for Class Diagrams	Reading content ahead and conducting research	Issey, Veronika (In Depth)		45 Minutes		
4			Vik, Ranne, Kenny (Brief)				
5							
Next Meeting:							
Chairperson: Veronika		Minutes: 1 Hour		Date & Time: 11/04/18 - 11am		Location: On Campus	

