

TEAM WORK MEETING AGENDA

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

Meeting details

Chairperson:		Minutes:	Date & Time:	Location:
Vik		30 - 45 Minutes	03/04/18 - 6pm	Online - Via Messenger
	Item <i>What will be discussed at the next meeting?</i>	Notes <i>What details are important for attendees?</i>		
1	Architecture Patterns	Who is completing a specific section		
2	Logical Diagram	What is required in the section they are completing		
3	Physical Diagram	When we aim to have this completed by.		
4	Component Diagram	If one section is reliant on another.		
5	Data Flow Diagram			
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: 03/04/18 - 6pm		Location: Online - Messenger	
Minutes: <i>Who is filling out this form?</i>		Vik		Chairperson: <i>Who is organising the meeting?</i>		Vik	
	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	Architecture Pattern - Justification	Create Documentation	Vik	45 Minutes			
2	Logical Diagram	Create Diagram	Kenny	45 Minutes			
3	Physical Diagram	Create Diagram	Ranne	45 Minutes			
4	Component Diagram	Create Diagram	Veronika	45 Minutes			
5	Data Flow Diagram	Create Diagram	Issey	45 Minutes			
Next Meeting:							
Chairperson: Vik		Minutes: 1 Hour		Date & Time: 10-13 /04/18		Location: Online - Messenger & On Campus	

