**Minutes of Group Meeting**

**XJCO2321 Formal Languages and Finite Automata**

**Group Project for Coursework 2**

**Personal Tutor’s name:** Chongshou Li & Samson Fabiyi

**Date:** xx/xx/2022

**Start Time:** xx:xx

**End Time:** xx:xx

**Location:** The 3th Teaching building

**Present:**

**Absent with apologies:**

**Absent without Apologies:**

**Minutes:**

**AGENDA**

1. Recording attendance and apologies
2. Xxxxxxxx
3. Xxxxxxxx
4. Assign each member’s next mission
5. Date and Time of Next Meeting

xxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxx

**Actions Arising**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Actions arising from today’s meeting | | | | | |
|  | Date | Action | Who | When | Status |
| 1 | today | Selection and assignment | all | 21/10 | complete |
| 2 | 3 days later | Information collection | all | 24/10 | uncomplete |
|  |  |  |  |  |  |

**Date and Time of Next Meeting**

Date: xx/xx/2022

Time: xx:xx

Location: xxxxxx