Meeting Minutes: Group 12

**Meeting Type:**

*E.g: Weekly Seminar Meeting*

**Meeting Date: 14/03/2016**

**Meeting Start Time: 11:00am**

**Meeting End Time: 12:00**

**Attendance:**

*George Y*

*George T*

*Hayden*

*Nick*

All present members worked together on requirements document.

**Absence:**

Hao – possible ankle injury

**Progress:**

*Use this section to list progress of the project since the last meeting*

*I.e. What’s been done this week and by whom, what’s not been done*

Started Requirements Document

Missed meeting due to illness of multiple members

**Actions:**

*List of tasks that are to be carried out before the next meeting and who is assigned to the task*

Finalize requirements document

Completed Pert chart plan

**Next Meeting:**

**Additional Comments:**

*Any important observations that need to be noted.*