Practical Project - Iteration

Group Meeting Report

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| Notice of Meeting and Agenda | Date:Time:Location: |

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|  | | | |
| Sponsor: | Ian Allan | Name of Group: | Team Agile |
| Group Lead: | N/A | Note taker: |  |
| **Attendees:** |  | | |
| **Absent:** |  | | |
| **Please bring:** | Laptop | | |
| **Agenda items:** |  | | |

# Minutes

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| --- | --- | --- | --- |
| Agenda Item 1: |  | Presenter: |  |

#### Discussion:

#### Conclusions:

| Action items | Person responsible | Deadline |
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| Agenda Item 2: |  | Presenter: |  |

#### Discussion:

#### Conclusions:

| Action items | Person responsible | Deadline |
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| Agenda Item 3: |  | Presenter: |  |

#### Discussion:

#### Conclusions:

| Action items | Person responsible | Deadline |
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# Other Information

#### Resources:

#### Date of next meeting: