

TEAM WORK MEETING AGENDA

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

Meeting details

Chairperson: Louis Yanagisawa		Minutes: 60	Date & Time: 25th of May 7:45	Location: Zoom
	Item <i>What will be discussed at the next meeting?</i>	Notes <i>What details are important for attendees?</i>		
1	Start on Part 1 project	Ensure all members have at least read the background and project and have an understanding.		
2	Start on Part 2 project			
3	Start on Report			
4	Decide on what software or service the report writing will take place on	Find and discuss group writing software's familiar to us and suitable for task at hand		
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: Liam, Liam, Louis, Joade		Absent:		Date & Time: 25 th of May 7:45		Location: Zoom	
Minutes: 60		Louis Yanagisawa		Chairperson:		Louis Yanagisawa	
	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	Progress on Part 1 project	Under go project	Louis, Joade				
2	Progress on Part 2 project	Under go project	Liam, Liam				
3	Progress on Report	Start writing the report	Louis, Liam, Liam, Joade				
4	Write down any issues or difficulties experienced with the project		Louis, Liam, Liam, Joade				
5							
Next Meeting:							
Chairperson: Joade		Minutes: 60		Date & Time: 26 th of May 10am		Location: QUT	

