

TEAM WORK MEETING AGENDA

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

Meeting details

Chairperson: Joade L		Minutes: 360	Date & Time: 26/05/21 11:00	Location: QUT GP
	Item <i>What will be discussed at the next meeting?</i>	Notes <i>What details are important for attendees?</i>		
1	Properly looking into question one, and preparing for question two.	All three members on question brainstorm code	Liam, Rui, Joade	
2	Assigning who will work on what during the meeting.	Liam, Rui, Joade -> Code for q1 Liam have a look at q2 code.	Liam	
3				
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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: <i>Liam x2, Joade, Louis.</i>		Absent: -----		Date & Time: 26/05/21 11:00		Location: QUT GP S block	
Minutes: <i>Joade L</i>				Chairperson: Joade L			
	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	Ideally complete question one.		Liam, Rui, Joade	1-3 Days			
2	Significant progress in question two.		Liam	1-2 Days			
3							
4							
5							
Next Meeting:							
Chairperson: Liam		Minutes: 6		Date & Time: 27/5/21		Location: Zoom	