

TEAM WORK MEETING AGENDA

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

Meeting details

Chairperson: Liam Hyland		Minutes: 120	Date & Time: 02/06	Location: Zoom
	Item <i>What will be discussed at the next meeting?</i>	Notes <i>What details are important for attendees?</i>		
1	Distribution of the last portions of work	What is left to be done		
2	Finalise PowerPoint	Knowing what we need		
3	Distribute Slides to be presented by each person	Know what parts we want to present individually		
4				
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 x 2, Joade, Louis		Absent: N/A		Date & Time: 02/06, 7:00pm	Location: Zoom
Minutes: <i>Who is filling out this form?</i>		120 mins Liam Hyland		Chairperson: <i>Who is organising the meeting?</i> Liam Hyland	
	Item <i>What must be done by the next meeting? **BY DUE DATE**</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	Polish off the report	Editing and adding missing parts to the report	everyone	About a days work	
2	Record individual sections for the presentation and upload it to YouTube	Filming and editing	everyone	About a days work	
3	Submit report by Friday night	submission	everyone	A couple of minutes	
4					
5					
Next Meeting: **Not having another meeting before it is submitted**					
Chairperson:		Minutes:		Date & Time:	Location:

