# AGENDA TEMPLATE

Specifics

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date | 28/04/2022 | Start | 17:00 | End |  |
| **Room** | **Teams** | **Chair** |  | **Minutes** | **Jack Gale** |

Attendees

|  |  |  |
| --- | --- | --- |
| Gabriel Jones | Jack Gale | Yousef Fares |
| **Dominic Hutchinson** | **Mark Schroeder** | **Emre Altunsu** |
| **Anthony Clapp (o)** |

## Timeline

Graphical user interface

Description automatically generated with low confidence

## Checklist

|  |  |  |
| --- | --- | --- |
| Component | Who | Status |
| Team Profile |  |  |
| Ideal Job |  |  |
| Tools |  |  |
| Industry Data |  |  |
| IT Work |  |  |
| IT Technologies |  |  |
| Project Idea |  |  |
| Design |  |  |

# Requirements

## Team Profile

## Ideal Job

## Tools

## Industry Data

## IT Work

## IT Technologies

## Project Idea

## Design

# Action Items

|  |  |
| --- | --- |
| Who | Items |
| Gabriel Jones |  |
| Jack Gale |  |
| Yousef Fares |  |
| Dominic Hutchinson |  |
| Mark Schroeder |  |
| Emre Altunsu |  |