**Software Engineering G6046**

Record of a team meeting – template document (adapt as you see fit)

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| --- | --- |
| **Team Number** |  |
| **Names of team members present** |  |
| **Meeting format** | e.g. Physical/on-line/Zoom ,,, |
| **Date and time** |  |
| **Meeting co-ordinator** |  |

1. **Matters to note from last meeting**

Use this section to record in brief anything that needed resolution from your last meeting.

1. **Issues discussed at this meeting**

Use this section to record in brief what was discussed at this meeting. Use bullet points – this is not an essay writing activity.

1. **Decisions agreed at this meeting**

Use this section to record in brief what was agreed and who is responsible for taking forward any actions or decisions that were agreed. Use bullet points – this is not an essay writing activity.

1. **Date of next meeting**

Note the agreed time and date for your next meeting.

**END**