LNL

# Meeting Minutes

# 29/05/2020

## Opening

The regular meeting of the LNL was called to order at time on 29/05/2020 in location by Liam Saxon

## Present

Andrew Samway: Boss

Liam Saxon: Scrum master

Nicolas Brown: Team member

Luke Liston: Team member

## Approval of Agenda

The agenda was unanimously approved as distributed.

## Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

## Open Issues

* analysis report questions
* clarify the project parameters
* Discuss involvement of CITE representative (Andrew)

## Agenda for Next Meeting

To be decided

## Adjournment

Meeting was adjourned at time by Facilitator Name. The next general meeting will be at 1:30pm on 29/05/2020, in Black Board Collaborate.

| Minutes submitted by: | Liam Saxon |
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| Approved by: | Liam Saxon |