

Meeting Minutes Template
Team 24

Meeting Details

Field	Detail
Date	8 Dec 2025
Time	11.00- 11.20
Location	University of Plymouth
Type of Meeting	Bi-week sprint meeting
Chair/Facilitator	
Minutes Taker	Cristian Parry
Event Link	Calendar event

Attendees

Name	Role/Department	Status
Connor Pester	Member	Present
Ayush Paudel	Member	Present
Cristian Parry	Member	Present

Agenda

1. Discussing past work
2. Discussing Future plan
3. Planning the project proposal

Discussion and Decisions

1. Discussing past work
 - Discussion Points:

- See what we have done and the progress completed
- Discussing what is to come in the near future
- **Decisions Made:**
 - More work for each person to align with what is needed to be done

2. Discussing future plans

- **Discussion Points:**
 - Planning the future work
- **Decisions Made:**
 - Work on proposal

3. Project proposal

- **Discussion Points:**
 - Project proposal
- **Decisions Made:**
 - Which part of the proposal people would work on

Action Items

Item #	Action	Assignee	Due Date	Status
1	Project Proposal	Team 24		[Open/In Progress/Closed]
2	Plan next sections	Team 24		[Open/In Progress/Closed]
3	Personal Reflections	Team 24		[Open/In Progress/Closed]

Next Meeting

- **Proposed Date:**
- **Proposed Time:**
- **Event Link:**
- **Draft Agenda Topics:** Discuss the future