Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 2

## Meeting Details

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| --- | --- |
| Date & Time: | 28/07/2017 7:30 (post tutorial) |
| Venue: | Microsoft teams |
| Attendees: | Matthew Elliott  Ann Mary George  Liam McShane |
| Apologies: | N/A |
| Absent without apologies: | Clinton Pham, Lei Guo |

## Information / Decisions

|  |  |
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| No. | Item |
| 1 | Getting to know each other |
| 2 | Only 3 out of 5 members of team present – need to sort this out early |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Talk to tutor about missing members | Anyone | Next meeting |
| 2 | Join the Github, Trello if haven’t already | Anyone | Next meeting |