# CE903/913 (MSc Group Project): Template for Minutes of Group Meetings

(all text boxes will automatically re-size, according to the amount of text entered)

Date & time of meeting: 23/01/2019

Place of meeting: STEM

Group members present: ALL

Group members absent but who explained their absence before the meeting (list given reason(s) for absence against each name):

All other group members (that is, those not listed in the previous two boxes):

Name of chairperson for this meeting: Siddharth Shyamsunder

Name of secretary for this meeting: Neeraj  Kumar Sirohi

Are the minutes of the previous meeting agreed as a correct record (after correction of matters of fact)?

List any corrections of matters of fact here: N/A (First meeting)

Review all actions agreed at previous meeting and record how far individual responsibilities have been fulfilled. N/A (First meeting)

Where individual responsibilities have not yet been fulfilled within the agreed timescale, list (for each responsibility) the reasons given: N/A (First meeting)

New matters discussed:

Issues/problems to be reported to project supervisor:
- Objectives/outcomes  of project
- Sources which we should  use
- Methodology to be used

List all actions requiring attention (i.e., those uncompleted actions from the previous meeting and all actions agreed at the present meeting), the agreed timescale for completion of each one and who is responsible for each one (including setting an agenda for the next meeting and writing the minutes of the present meeting). *Uncompleted actions from the previous meeting should be the first on this list*:

Record here the agreed chairperson, secretary, date, time and place of next formal meeting:
3:PM Tuesday 29 January 2019
Chairperson : Pranavi Vasa
Secretary :  Mushfika Sultana
Place : STEM