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| 2016/17 Level 2 - Team 23  Brunel University London, Kingston Lane Uxbridge, Middlesex, London, UB8 3PH | https://upload.wikimedia.org/wikipedia/en/b/b6/Brunel_University_Logo.png |

**M[Meeting Number]: Meeting Title**

Statement of Minutes

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| --- | --- | --- |
| Date | Attendee’s |  |
| October 28, 2016 | Mark Perry  Kieron McAuley-Kinchin  Samuel Morris | Mohamed El-Mesfioui  Ismail Abdi  Patrick Davey |

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|  | *This document contains minutes from the meeting noted at the top of the document. This meeting has been abbreviated so that it is quick for all involved to find out what has been agreed and any changes to previous documentation (I.e. times and dates). Any reference numbers (i.e. [1.3]) will refer to sections in the accompanied agenda document for this meeting. Name abbreviations may be used in this document and a key to this can be found at the bottom of the document.* |

1. Simply outline each topic of discussion. If it can be split into sub sections do as shown below by simply indenting.
   1. Sub 1
   2. Sub 2
2. The information in the info box above does not need to be altered. Every action for next meeting needs to be outlined like below.

**ACTION:** Simple action outline below. Look at naming people for task but most explanation can be made above.

1. Try following previous meeting minutes for an example.
2. Always end with a simple roundup and when the next meeting will be. For example:

Next meeting will be on the 4th Oct 2016.

Try to update abbreviations as we go.

Abbreviations

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| MP – Mark Perry  KM – Kieron McAuley-Kinchin  SM – Samuel Morris  ME – Mohamed El-Mesfioui | IA – Ismail Abdi  PD – Patrick Davey  UML – Unified Modelling Language |