# Team Meeting

Date | time 6/10/2021 12:00 AM| Location 10F83

|  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | | Meeting called by | Scott King | | Type of meeting | Project | | Facilitator | Scott King | | Note taker | Scott King | | Timekeeper | Shaun Rawlings | | Attendees Shaun Rawlings  Please read - Stewart Goodwin |

## Agenda Items

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time allotted |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Introduction to new Project | Scott | 2 |
|  | Project Specifications & Client requirements | Scott | 20 |
|  | Allocation of tasks – Design User Interface | Scott | 5 |
|  | Set time for Second Meeting | Scott | 2mins |

## Other Information