# Team Meeting

Date | time 9/15/2021 12:00 AM| Location Classroom

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

## Agenda Items

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | Introduction to new Project | Shaun | 2 |
|  | Project Specifications & Client requirements | Shaun | 20 |
|  | Allocation of tasks – Design User Interface | Shaun | 5 |
|  | Set time for Second Meeting | Shaun | 2mins |
|  | [Topic] | [Presenter] | [Time] |
|  | [Topic] | [Presenter] | [Time] |
|  | [Topic] | [Presenter] | [Time] |

## Other Information

Observers [Observers]

Resources [Resources]

Special notes [Special notes]