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Meeting Minutes

Type of meeting

Document Control

Editor	Date	Update
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Meeting Minutes

1.0 Attending

Alexander Cash	(ac1054)	Project manager	Yes/No
Calum Armstrong	(ca718)	Contracts and Documentation Manager	Yes/No
Daniel Berhe	(dbb503)	Specialist Software Developer	Yes/No
Samuel Hall	(sh1157)	Lead UX Designer	Yes/No
Alistair Jewers	(amj523)	Lead Software Developer	Yes/No
Penelope Nicole	(pen501)	Assistant Finance Manager	Yes/No
Emmanuel Olutayo	(epo500)	Finance Manager	Yes/No
Samuel Raeburn	(sr896)	Lead Software Tester	Yes/No
Jake Ransom	(jr829)	Marketing Manager	Yes/No
Lewis Thresh	(lt669)	Brand Manager	Yes/No

2.0 Update from Previous meeting(s)

Person Responsible	Action Carried Out	Complete?

Figure 1 - Update from previous meeting

3.0 Agenda

- Things to discuss

4.0 Minutes

4.1 Absences:

Person Absent	Reason?

Figure 2 - Reasons for absences

4.2 Previous Minutes Approved:

Date of minutes	Approved?

Figure 3 - Approval of previous minutes

4.3 Matters Arising:

Topic	Action	Person Responsible

*Figure 4 - Topics discussed during meeting***5.0 Next Meeting**

The next meeting has been arranged for Day 00th Month Year.

Expected to attend: