

Subject: Team meeting on week2

Project Name: COMP3888_T17_07_Group1

Facilitator: Ben Raj

Prepared by: Everyone in group

Mode: e.g. Zoom Meeting

Date: Wed 18 Aug

Time: 19:00pm – 20:00pm

Attendees: Alvin, Alex, Ben, Shuai, Zinc

Absent: Gary

[Agenda item – the topic to be discussed during the meeting]

[Description/comments – brief explanation/justification of agenda item, sub topics to be discussed or list of things discussed as part of the agenda item]

[Decision/Action: decision made, or action taken regarding agenda item e.g. Due dates, redo work, proof and submit, contact client for clarification, discuss with team, discuss with tutor, no action required]

[Who – team member responsible for action or outcome(s) associated with decision made regarding agenda item]

[Items for escalation – any issues that needs to be raised with the team manager, tutor or client]

#	Agenda Item	Description/ Comments	Decision/Action	Who?	Items for escalation
1	What has been completed?	Send email to client and make an appointment with him	Sending email	Alex	
2	What is in progress?	Be familiar with collaboration tools(slack, bitbucket)	Using tools	Everyone	

3	What is working well?	Team members know the different roles in a team.	Team members agree to be the different roles	Everyone	
4	What needs improvement?	Team members need to attend meetings on time and participate actively.	Attend meeting	Gary	Will be escalated to tutor.
5	Reminders				
6	What needs to be completed before the next meeting?	Discuss with the clients and assign everyone work.Upload files to bitbucket wiki page.	Online meeting and uploading.	Everyone	
...				