**UNIVERSITY OF WOLLONGONG**

**CSCI321 FYP\_2FA**

**PROJECT Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | |  |
| Meeting no. |  | |  |
| Venue: |  | |  |
|  |  | |  |
| Present: |  | |  |
|  |  |
| Absent with apologies: |  | |  |

| **S/No** | **Item** | | |
| --- | --- | --- | --- |
|  | Meeting started at  **Agenda**  **Conversation**  **Task to be done**  **Task Allocation Table**   |  |  |  |  | | --- | --- | --- | --- | | Name | Roles | Task Allocated | Time allocated | |  |  |  |  | |  |  |  |  | |  |  |  |  |   **Agenda for next week** | | |
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|  |
|  |  | |
|  |  |  | |

Meeting ended at

Next meeting scheduled: