**Team Meeting Minutes Template**

Team name: Team Mystic

Date of Meeting: 1/08/16

Start Time: 2:00pm End Time: 3:00pm

Members present: Callum, Olav, Jacob, Aiden, Edward,

Members absent:

Meeting Chairperson:

Minutes taken by:

Summary of Meeting: (what was discussed?)

Health and wellbeing:

* RPG style pokemon go like app
* Fit-bit like device that gives the user an alert for healthy living like taking a break, reading a book, getting outside etc
* A mental health companion – digital pet design for people with anxiety or mental health issues. They can look after it but also the pet can look after them by reminding them about their medication, exercise.

Sustainability

* All in one device that monitors electricity and water usage in a household and gives advice on how to save energy, water etc: maybe even recycling
* Able to access the information through either their phones or a central hub like device that shows their energy and water usage.

Action items: (who is doing what before next meeting?)

Actions for Team members:

|  |  |  |
| --- | --- | --- |
| Job to do | Who will do this work? | By When? |
|  |  |  |
|  |  |  |
|  |  |  |

Next Meeting Date:

Next Meeting Time:

Meeting chairperson sign to approve of this meeting minute:

Name:

Signature:

Date: