**SENG2130 Systems Analysis and Design**

**Minutes of meeting**

Group\_\_\_\_\_\_\_\_\_\_\_ Place\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**In attendance**

**Apologies**

**Agenda**

* Matters arising from previous meeting
* Agenda items (as needed)
* Date, time and place for next meeting
* Matters for consideration at next meeting

**Action sheet**

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| --- | --- | --- | --- |
| **Task** | **Responsible** | **Due** | **Notes** |
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