

Meeting # | Minutes

Meeting date | time 21/10/19 | 11:00 | Meeting location Library LMO 225

Meeting called by	Whole Team	Attendees
Type of meeting	Weekly Scheduled	Daniel Bishop (dmb537)
Facilitator	-	Oliver Clarke (odjc500)
Note taker	-	James Gardner (jadg502)
Timekeeper	-	Stijn Marynissen (sm2174)
		Che McKirgan (cwjm501)
		Cameron Smith (cs1869)
		Oliver Still (os705)
		Eric Walker (ew1150)

AGENDA TOPICS

Time allotted | 10 | Agenda Topic Discuss Previous Meetings Actions |

Discussion: To address any actions from previous meeting and check all tasks are progressing on track. Address any issues that have arisen over the week.

Conclusion: Closing

#	Action items	Person responsible	Deadline
	Topic 1	Name	Date / Time
	Topic 1	Name	Date / Time

Time allotted | Time | Agenda topic Topic | Presenter Name

Discussion: Conversation

Conclusion: Closing

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Extra Notes: