**Software Engineering G6046**

Record of a team meeting – template document (adapt as you see fit)

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| --- | --- |
| **Team Number** | 30 |
| **Names of team members present** | 3 |
| **Meeting format** | In Person |
| **Date and time** | 02/03 14:00 |
| **Meeting co-ordinator** | Ifan |

1. **Matters to note from last meeting**
2. **Issues discussed at this meeting**

Sprint cycle for next 2 weeks

Basic class layout plan

Assign members to tasks

1. **Decisions agreed at this meeting**

Dillon will make class diagrams

Ifan will make assets

Yimou will make a plan of what the board will look like

1. **Date of next meeting**

09/03 14:00

**END**