**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** | 5 |
| **Meeting format** | In person/zoom |
| **Date and time** | 09/03 14:00 |
| **Meeting co-ordinator** | Ifan |

1. **Matters to note from last meeting**

Dillon has written code to transfer data from the excel sheets to python.

1. **Issues discussed at this meeting**

It is difficult to contribute on zoom

1. **Decisions agreed at this meeting**

Meetings must be held in person.

1. **Date of next meeting**

16/03 14:00

**END**