**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** | 16/03 14:00 |
| **Meeting co-ordinator** | Ifan |

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

Progress has been made towards fulfilling the tasks set in the sprint cycle.

1. **Issues discussed at this meeting**

* What to do about team members not showing up
* How roles may adjust if they continue to not show up
* What needs to be done by next meeting

1. **Decisions agreed at this meeting**

* An email will be sent to address our missing team members
* Outlined tasks for next Sprint cycle

1. **Date of next meeting**

23/03 14:00

**END**