**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** | 4 |
| **Meeting format** | In Person |
| **Date and time** | 30/03 14:00 |
| **Meeting co-ordinator** | Ifan |

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

N/A

1. **Issues discussed at this meeting**

* How work will be done over Easter break
* What time phase B meeting will be

1. **Decisions agreed at this meeting**

* Work will continue over Easter but meetings will be held online
* Phase B meeting at 5pm Friday

1. **Date of next meeting**

13/04 14:00

**END**