Completing Project Plan

Meeting Minutes

## 30th October, 10:30am

## MVB

**Attendees:** Steven, Sam, Henna, Haoran, Jennie, Robert

**Apologies:** N/A

**Meeting Chair:** <Team Member Name>

**Notetaker:** <Team Member Name>

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda Item** | **Detail** | **Resulting Action** | **Action Owner** |
| 1. <Introduction> | * <Include key points from discussion here> * <If a decision was made, we recommend formatting it so it is clear, for example:   **“Decision:** **The design will be frozen at Version 4.1**”> |  |  |
| 1. <Review previous actions> |  |  |  |
| 1. <Team Member Reports> |  |  |  |
| 1. <Additional Items for Discussion> |  |  |  |
| 1. <Additional Items for Discussion> |  |  |  |
| 1. AOB |  |  |  |
| 1. Next Meeting | * <Date & Time> * <Location> * Meeting Chair: <Team Member name> * Notetaker: <Team Member name> |  |  |

All actions are recorded here: <insert link to Action Tracker>

All decisions and/or meeting minutes are stored here: <insert link to Action Tracker>