Meeting Report Framework

**Meeting called by:** Nicholas

**Note taker:** Nicholas

**Timekeeper: Nicholas**

**Attendees:** All

**Report Presenter:** Nicholas

**Manager Perception of project state:**

Being the first group meeting, my impressions mostly revolved around how i thought we would work as a group, some members had already worked together on projects so group cohesion was already in a good place, the main adjustments needed was introduction of the new people to the group.

**Agenda Topic:** Role Selection

**Time Allotted:** 10

**Discussion:**

We took some time to discuss as a group which kind of role within RUP each member would like to take.

**Urgent Action Items():**

1. Advise of desired role within the group, by next week lab
2. Revise and familiarise yourself with the assignment details

**Agenda Review**

1. <item> - \*\* mark as completed**,** incomplete, revision needed.

Report on <item#>

**Agenda Topic:** Week in plan

**Urgent Agenda Topic():**

**Time Allotted:**

**Discussion:**

**Action Items:**

1. <item> < person assigned to> <target completion date>
2. <item> < person assigned to> <target completion date>

**Agenda discussion**

1. <item> <priority>