Meeting Report Framework

**Meeting called by:** Nicholas

**Note taker:** Nicholas

**Timekeeper: Nicholas**

**Attendees:** All

**Report Presenter:** Nicholas

**Target Meeting Time:** 30 minutes

**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.

**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. Currently no items for review

No items to report on

**Agenda Topic:** Week in plan- design discussions

**Time Allotted:** 20

**Discussion:**

We took some time here to quickly review the assignment and began to brainstorm so idea’s for the design.

**Action Items:**

1. Discuss initial design thoughts for the project

**Agenda discussion**

Some concerns were raised about the structure of the current design, a decision was made that we would revise the design in order to streamline it, no date was targeted, merely we acknowledge that we felt there was a need for redesign and agreed to go about it, at some undefined later date.