# Meeting Minutes

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| **Date/Time:** | 19/01/2017 1:30pm - 3:30pm |
| **Type:** | Team Meeting |
| **Minute Taker**: | Andrew Hampson |
| **Attendees:** | Peter Chen, Andrew Hampson, York Liu, Zach Yu |
| **Regrets:** |  |

## Notes:

1. contact with clients- Shawn
2. contact with tech head- Bethany
3. Decided on next team meeting time.
4. Started deciding group mores and rules

## Action Items:

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| --- | --- | --- | --- |
| **Owner** | **Description** | **Completion Date** | **Status** |
| Peter | Initial Contact with client | 19/01 | Closed |
| York | Initial contact with tech head. | 19/01 | Closed |
| Zach | Scheduling and Task Management | Ongoing | Open |
| Andrew | Documentation and Minutes | Ongoing | Open |
| All group Members | 1)If a member breaks the rules or mores, you have a responsibility to give notice to the supervisor.  2)A member that calls a task has a responsibility towards it.  3)You are required to report when you are overwhelmed or late on a task.  4)A member is required to stay in contact and contribute to group chat.  5)Show up to all meetings.  Share information to group members immediately. | 19/01 | closed |