| Accent icon | Meeting Minutes |
| --- | --- |

# Call to order

A meeting of Group 36 was held at QUT on [date].

# Attendees

Attendees included:

# Members not in attendance

Members not in attendance included:

# Approval of minutes

[was the agenda approved]

# Reports

Expected SP completed:

Actual SP completed:

SP behind schedule:

# Unfinished business

# New business

|  |  |  |
| --- | --- | --- |
| Lachlan Feeney |  | [date] |
| SCRUM Master |  | Date of approval |