**Meeting Minutes Week 1**

|  |  |  |
| --- | --- | --- |
| Meeting Date: | Meeting Time: | Meeting place: |
|  |  |  |

|  |  |
| --- | --- |
| **Present** |  |
| Person 1 | Chee Ho Chan |
| Person 2 | Mitchell Dame |
| Person 3 | Cameron Gartner |
| Person 4 | Dimitrios Karanasios |
| (Person 5) | Jonathon Meyer |

**Decisions made:**

|  |  |
| --- | --- |
| **Purpose of meeting** | |
|  |  |
|  |  |
|  |  |

**Project Progress**

|  |  |  |
| --- | --- | --- |
| Project component | Status of component | Delivery date |
|  |  |  |
|  |  |  |

**Assigned tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| Task ID | Task description | Who | When |
|  |  |  |  |
|  |  |  |  |

**Unresolved issues**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Issue ID | Issue Description | Raised by | Action required | By whom? | By when? |
|  |  |  |  |  |  |
|  |  |  |  |  |  |