**Meeting Minutes (Week 1)**

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| **Place:** | **Date:** | **TIme:** |
| P506A | 26/07 | 7:00PM - 8:30PM |

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| --- | --- |
| **Name:** | **Present:** |
| Cameron Gartner | Yes |
| Chee Ho Chan | Yes |
| Dimitrios Karanasios | Yes |
| Jonathon Meyer | Yes |
| Mitchell Dame | Yes |

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| --- | --- |
| **Objective ID:** | **Description:** |
| 01 | Create a team agreement |
| 02 | Record a list of client requirements we would like to see in the project being developed |
| 03 | Record a list of features we think could be in the project |
| 04 | Merge our list of features with the ones we received |

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| **Objective ID:** | **Assigned member:** | **Duration:** | **Completed:** |
| 01 | ALL | 10 mins | Yes |
| 02 | ALL | 30 mins | Yes |
| 03 | ALL | 30 mins | Yes |
| 04 | ALL | 20 mins | Yes |

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| **Objective ID:** | **Reason for not completing:** |
| NA | NA |