Group Project 16 Meeting Minutes

CS-Group-16 <Weekly Tutorial/Informal> Meeting
Date and Location: <insert date>
Author and Date of Minutes: <insert author>
Version: 1.0
Reviewed by:

Members Present:

- Rhodri Pearce
- Greg Sharpe
- Richard Jones
- Archie Strange
- Robert Mouncer
- Daniel Thompson
- Max Limbu
- Emile Ramsdal

Additional persons present:

<Laurence Tyler/None>

Members Absent:
(None)

Matters arising:

1. <ACTION>

2.

3.

New Business:

1. <ACTION>

2.

3.

AOB (Any Other Business):

1. <ACTION>

2.

3.

Meeting adjourned at <insert time> by <Project Leader Rhodri Pearce>