Meeting Minutes



## Meeting date | time 01/02/18 | 10:15 | Meeting location 201

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | Team | | Type of meeting | Scope | | Lead | Sara Pattinson | | Note taker | Kieran Plank | | Timekeeper | Marcin Oliesk | | Sean Breen - Attendee |

# Agenda topics

## Time allotted | 10 minutes | Agenda topic Review | Presenter Sean

Discussion Conversation

Conclusion Closing

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Topic 1 | Presenter Name | Date | time |
| Topic 2 | Presenter Name | Date | time |
|  |  |  |

## Time allotted | 20 minutes | Agenda topic Syllabus Review | Presenter Sara

Discussion Conversation

Conclusion Closing

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Topic 1 | Presenter Name | Date | time |
| Topic 2 | Presenter Name | Date | time |

## Time allotted | 10 minutes | Agenda topic Decisions on Scope | Presenter Marcin

Discussion Conversation

Conclusion Closing

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Topic 1 | Presenter Name | Date | time |
| Topic 2 | Presenter Name | Date | time |

## Time allotted | 20 minutes | Agenda topic Gantt Chart Review | Presenter Sara

Discussion Conversation

Conclusion Closing

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Topic 1 | Presenter Name | Date | time |
| Topic 2 | Presenter Name | Date | time |

## Time allotted | 10 minutes | Agenda topic Next Steps for THU Meeting | Presenter Sara

Discussion Conversation

Conclusion Closing

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Topic 1 | Presenter Name | Date | time |
| Topic 2 | Presenter Name | Date | time |

Special notes Type additional notes here