**CITS3200 Team 10**

**Minutes of Meeting X held on <Date>**

Present:

Apologies:

Absent:

Meeting Started:

|  |  |
| --- | --- |
|  | ACTION |
| 5.1 Matters arising from minutes of meeting 4     * Item 4.3: Fred got a simple php script running on projects.cs * Item 4.6: Jane clarified with Client that pink bubbles were required on the header page     5.2 Client Requirements    Jane, Kevin and Jake agreed with Client that   * date checking of input is required * Names to be verified against a list of customers     Kevin to check if Client wants summary reports    5.3 System  A database scheme is required to test PHP functions. Charlie to design and implement on MySQL.    5.4 Date of Next Meeting  Monday 12 September, 11-12, library meeting room. | Kevin          Charlie        ALL |

Meeting Closed: 3:00pm