# Week 9 – Meeting Minutes (Temporary until Huy provides his template)

Topic and discussion points of meeting minutes will continue to change through project lifecycle.

4/04/23 – 1 hour

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Member** | Bradley | Rhys | Mitch | Soham | Sourav | Huy |
| **Attendance**? |  |  |  |  |  |  |

Meeting times still being discussed, unattendance can be due to differing schedules.

# Meeting Minutes

## Progress Report Summary

* Where each group member is up to with their allocated task.
* Quick questions about the tasks.
* Feedback on the work that has been completed.

## Action Items

* Discuss what work needs to be completed going forward.
* Add work completed to the report.

## New Task allocations

* Discuss what tasks you would like to do next or continue to complete.
* Group leader assigns tasks on Trello.