## CITS3200 Team 15

## Minutes of Meeting # held on Month Day, Year

Present: Names

Apologies: Names

Absent: Names

Meeting Started:Time

| Meeting Started: 2:00pm | ACTION |
| --- | --- |
| x.1 |  |
| x.2 |  |
| x.3 |  |
| x.4 |  |

Meeting Closed: Time