

MEETING MINUTES

Team Meeting

LOCATION: Level 5 WT Labs, Aut, City Campus

DATE: 15/03/2018

TIME: 1:00 - 1:30

ATTENDEES: Tristan Kells, Junha Yu, Dan Wood

Agenda Items

- Meeting to start work on project proposal.
- Have not received contact from client regarding first meeting.
- Allocated proposal tasks in a group that can be started before meeting.
- Made goal to complete drafts of financial analysis, functional and non-functional requirements, skills analysis and start written proposal documentation

Action items

Owner(s)

Deadline

Status

Date 15/03/2018