

MEETING MINUTES

Team Meeting

LOCATION: WG Cafe, Aut, City Campus

DATE: 12/03/2018

TIME: 10:00 - 11:00

ATTENDEES: Tristan Kells, Junha Yu

Agenda Items

- Work collaboratively on team charter (version 1.0)
- Have emailed kenneth to follow up on meeting with client and enquire about room bookings for week 4 presentation. No response from client regarding meeting as of yet.
- Delaying most of the work on proposal awaiting meeting with client.

Action items

Owner(s)

Deadline

Status

Date 12/03/2018