# Team Meeting Minutes Template

**Meeting 1**

Name of Team: Parkalot

Date of Meeting: 21/09/2016

Start Time: 11am

Finished Time: 11:50am

Members present: Cecilie, Frederike, Robert & Udaya

Members absent:

Meeting Chairperson: Cecilie

Minutes taken by: Robert

Summary of Meeting: (what have been discussed?)

Ideas to the function of the parking app.

Actions for Team members:

|  |  |  |
| --- | --- | --- |
| Actions to do | Who will do this work? | By When? |
| Draw drafts of the app, while coming up with new ideas | Cecilie and Robert | Next meeting |
| Participate, come with new ideas and “correct” the drafts that have been drawn. Communicates online until next meeting | Frederike | Next meeting |
|  |  |  |

Next Meeting Date: Friday 23.09.2016

Next Meeting Time: 10:30

Meeting chairperson sign to approve of this meeting minute:



Name: Cecilie Chen Signature: Date:21.09.2016

**Meeting 2**

Name of Team: Parkalot

Date of Meeting: 23/09/2016

Start Time: 10:30am

Finished Time: 12:00pm

Members present: Cecilie, Robert & Udaya

Members absent: Frederike

Meeting Chairperson: Cecilie

Minutes taken by: Robert

Summary of Meeting: (what have been discussed?)

Developed the sketches and discussed combined ideas of how the design should function. Brainstormed ideas.

Actions for Team members:

|  |  |  |
| --- | --- | --- |
| Actions to do | Who will do this work? | By When? |
| Draw drafts of the app, while coming up with new ideas and finish the prototypes. | Everybody | Next meeting |
|  |  |  |
|  |  |  |

Next Meeting Date: Monday 26.09.2016

Next Meeting Time: 01:00pm

Meeting chairperson sign to approve of this meeting minute:



Name: Cecilie Chen Signature: Date:23.09.2016

**Meeting 3**

Name of Team: Parkalot

Date of Meeting: 26/09/2016

Start Time: 10:30am

Finished Time: 12:00pm

Members present: Cecilie, Robert, Frederike & Udaya

Members absent:

Meeting Chairperson: Cecilie

Minutes taken by: Frederike

Summary of Meeting: (what have been discussed?)

Further development of the sketches and discussed combined ideas of how the design should function. Brainstormed ideas.

Actions for Team members:

|  |  |  |
| --- | --- | --- |
| Actions to do | Who will do this work? | By When? |
| Finish drawing the prototype | Cecilie | Next meeting |
|  |  |  |
|  |  |  |

Next Meeting Date: Tuesday 27.09.2016

Next Meeting Time: 01:00pm

Meeting chairperson sign to approve of this meeting minute:



Name: Cecilie Chen Signature: Date:26.09.2016

**Meeting 4**

Name of Team: Parkalot

Date of Meeting: 27/09/2016

Start Time: 1:00 pm

Finished Time: 2:00pm

Members present: Cecilie, Robert, Frederike & Udaya

Members absent:

Meeting Chairperson: Cecilie

Minutes taken by: Frederike

Summary of Meeting: (what have been discussed?)

Tested the prototype. Further development.

Actions for Team members:

|  |  |  |
| --- | --- | --- |
| Actions to do | Who will do this work? | By When? |
| Test the prototype. Write down insecurities and things that needs to be fixed. | Everybody | Next meeting |
|  |  |  |
|  |  |  |

Next Meeting Date: Friday 30.09.2016

Next Meeting Time: 11:00am

Meeting chairperson sign to approve of this meeting minute:



Name: Cecilie Chen Signature: Date:27.09.2016

**Meeting 5**

Name of Team: Parkalot

Date of Meeting: 30/09/2016

Start Time: 11:00 am

Finished Time: 4:00pm

Members present: Cecilie, Robert, Frederike & Udaya

Members absent:

Meeting Chairperson: Udaya

Minutes taken by: Robert

Summary of Meeting: (what have been discussed?)

Finished the prototype.

Actions for Team members:

|  |  |  |
| --- | --- | --- |
| Actions to do | Who will do this work? | By When? |
|  |  |  |
|  |  |  |
|  |  |  |

Next Meeting Date:

Next Meeting Time:

Meeting chairperson sign to approve of this meeting minute:

Name: Udaya Bhaskar Signature: Udaya Bhaskar Reddy Date :30/09/2016