**ICT Project 1 - Meeting Notes Template**

Date of Meeting: Start Time: Finished Time:

Members present:

Members absent:

Meeting Chairperson:

Minutes taken by:

Discussion:

Summary of Meeting:

Actions for Team members:

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

Next Meeting Date:

Next Meeting Time: