

MEETING MINUTES TEMPLATE & SAMPLE:

Ace Consulting Group

No: 13-27/8/2008

Location: Ann's place

Attending: Ann Miller, Valerie Soares, Tuck Le Ong.

Apologies: Martin - Car broke down

Meeting started: 4.00 pm

Meeting closed: 5.20 pm

Confirmation of minutes: _____

Minutes: Meeting No. 12-24/8/2007 confirmed.

Proceedings: Martin's status report read in his absence.
Ann has confirmed the introduction to the report done.
Val status report OK.
Tuck Le and Ann have drafted the context diagram
Martin's work not done.

Concerns: The group is disappointed with the lack of deliverables from Martin, despite continued assurances that he would do his share of the work.
Furthermore the group is concerned that George has withdrawn from the subject without telling us, which generally shows a lack of regard for the position he has left us in.

Actions: Ann and Val to work on completing the draft report by Thursday.
Tuck Le to complete Level 0, and review with Val and Ann.
Martin to be contacted by Tuck Le regarding group's concerns.
Tutor to be informed of our concerns regarding George.

Next Meeting: Tuck Le's place - 30/8/08 10.00 am
Ann unable to come because of funeral. Val to bring all her stuff.