

MEETING MINUTES

Topic: Project Requirements

Wednesday, January 15, 2020

6:00 pm –7:00pm

Minutes recorded by _____

Meeting called by _____

Attendees: _____

Please bring: _____

Table 1. Record of meeting.

6:00 pm to 6:30 pm	Discussion of Postmortem deliverable <ul style="list-style-type: none">• Discussion led by Sam fox• Splitting tasks up• Talking about what was successful, not successful and solutions.	Room 101
6:30 pm to 7:00 pm	Discussion of upcoming deliverables <ul style="list-style-type: none">• Discussion of possible competition• What else needs to be done for project	Room 101

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Postmortem	All members	1/17/20	

Next formal meeting: 1/21/20, room101,Engineering Building, at 6:00pm.