

MEETING MINUTES

Topic: Project Requirements

Thursday, January 23, 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 future due dates <ul style="list-style-type: none">• Discussion led by Sam fox• Discuss when to start assignments• Talking about shared calendar	Room
6:30 pm to 7:00 pm	Discussion of Competition <ul style="list-style-type: none">• Discussion of attending competition• Due dates for competiton	Room

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Shared Calendar	Brianna	1/25/20	

Next formal meeting: 1/28/20,Engineering Building, at 6:00pm.