

MEETING MINUTES

Topic: Project Requirements

Tuesday, February 25, 2020

6:00 pm – 7:00pm

Minutes recorded by _____

Meeting called by _____

Attendees: _____

Please bring: _____

Table 1. Record of meeting.

6:00 pm to 6:40 pm	Discussion of Project <ul style="list-style-type: none">• Discussion led by Sam Fox• What packages we are waiting for in the project• Implementation memo	Room 101
6:40 pm to end	Plan for next meeting <ul style="list-style-type: none">• Work on presentation and other future assignments	Room 101

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Implementation memo (Project report for comp)	Sam	2/28/20	

Next formal meeting: 3/4/20, at 5:30pm.