

# MEETING MINUTES

## Topic: Project Requirements

Thursday, February 27, 2020

5:30 pm – 6:00pm

Minutes recorded by \_\_\_\_\_

Meeting called by \_\_\_\_\_

Attendees: \_\_\_\_\_

Please bring: \_\_\_\_\_

Table 1. Record of meeting.

<b>5:30 pm to 6:00 pm</b>	<b>Discussion of Presentation</b> <ul style="list-style-type: none"><li>• Discussion led by Brianna</li><li>• Work on presentation</li><li>• Practice presentation</li></ul>	Room
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Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Presentation	All members	3/2/20	

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