

MEETING MINUTES

Topic: Project Requirements

Thursday, April 2, 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 Implementation memo <ul style="list-style-type: none">• Discussion led by Sam fox• Split up sections• talk about where project is at and what else we want to do	Zoom
6:40 pm to 7:00 pm	Discussion of Team Goals <ul style="list-style-type: none">• Discussion led by Sam fox• What more to accomplish in project	

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Implementation memo	All members	4/3/20	
Check future due dates	All members	4/7/20	

Next formal meeting: 4/7/20, zoom, at 12:00pm.