SOEN 341 2015 Reference Template for Team meetings(face to face, skype, or other)

Team Name: Athena   Project Name: Apollo

Minutes of meeting number 1.1
Date: Feb 19, 2016 at 1-15pm
Location: Tutorial

Members:

Name	Role	Present?
Jian	prog / doc	yes
Sabrina	doc	yes
Matthew	prog	yes
Wahab	doc	yes
Clozzy	doc	yes
Francis	prog	yes
Anna	prog	yes
Ricardo	doc	yes
Liuai	lead / prog	yes
Philippe	doc	no
Ramy	doc	no

Agenda
Call to Order
Decisions:
1. Go over deliverable 2
2. Make upcoming meetings
3.
4.
5.
6.