

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

Team Name: **Athena**

Project Name: **Apollo**

Minutes of meeting number

Date **Feb. 7, 2016 - 5:00pm to 6:45pm**

Location **Capstone room and Google hangouts**

Members:

Name	Role	Present?
Liuai	lead/prog	in person
Clozzy	doc	in person
Jian	prog	in person
Wahab	doc	in person
Ramy	doc	hangouts
Francis	prog	hangouts
Matthew	prog	hangouts
Philippe	doc	hangouts
Ricardo	doc	hangouts
Anna	prog	hangouts

Agenda

Call to Order

Decisions:

1. Go over the entire deliverable document
2. See what's leftover & assign remaining tasks
- 3.
- 4.
- 5.
- 6.

Adjourned at: