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

Team Name: Athena   Project Name: Apollo

Date: Feb. 12, 2016
Location: Tutorial & Slack

Members:

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

Agenda
Call to Order
Decisions:
1. List Deliverable 2 tasks (for everyone to add themselves to)
2. Receive graded Deliverable 1
3.
4.
5.
6.

Adjourned at: