

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 2016-04-01

Location Capstone 15

Members:

Name	Role	Present?
Francis	prog	y
Anna	prog	y
Liuai	Prog /lead	y
Matthew	prof	y
Clozzy	doc	y
Wahab	doc	y
Jian	doc	y
Sabrina	doc	y
Philippe	doc	y
Ricardo	doc	y

Agenda

Call to Order

Decisions:

1. Going over tasks
2. Programming
3. Documentation
- 4.
- 5.
- 6.

Adjourned at: