

**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: April 8, 2016

Location: Capstone

Members:

Name	Role	Present?
Ricardo	doc	yes
Anna	prog	yes
Wahab	doc	yes
Francis	prog	yes
Matthew	prog	yes
Philippe	doc	yes
Liuai	lead / prog	yes
Clozzy	doc	yes

**Agenda**

Call to Order

Decisions:

1. Look over deliverable 3
2. Split up into teams for deliverable
3. Continue implementation