|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Minutes of Meeting Form | | | | | |
| Team #:  Date: | | | | | |
|  | Student Name | Present | Late > 5mins? | Informed about absence? | Scribe? |
| 1 | Tukpetov Rayimbet |  |  |  |  |
| 2 | Dosymbetov Alimkhan |  |  |  |  |
| 3 | Akzhol Bakytzhan |  |  |  |  |
| 4 | Ferdausiuly Aibek |  |  |  |  |
| 5 | Sauyrkulov Serikadil |  |  |  |  |
|  |  |  |  |  |  |
|  | **Student Name** | **Old Action Item** | | | **Status** |
| 1 | Tukpetov Rayimbet | Create Question Page Number 2(Polechudes) | | | Checking |
|  |  |  | | |  |
| 2 | Dosymbetov Alimkhan | Create | | | Code write |
|  |  | Design Main Page | | |  |
| 3 | Akzhol Bakytzhan | Create Student Page and Question Page Number 1 | | | Code Write |
|  |  |  | | |  |
| 4 | Ferdausiuly Aibek | Design and create Teacher’s Add Question Page | | | Late |
|  |  |  | | |  |
| 5 | Sauyrkulov Serikadil | Design and create Teacher’s Main Page | | | Code Write |
|  |  |  | | |  |
| Agenda/ Discussion Summary | | | | | |
|  | | | | | |
|  | **Student Name** | | **New Action Item** | | **Due Date** |
| 1 | Tukpetov Rayimbet | |  | |  |
|  |  | |  | |  |
| 2 | Dosymbetov Alimkhan | |  | |  |
|  |  | |  | |  |
| 3 | Akzhol Bakytzhan | |  | |  |
|  |  | |  | |  |
| 4 | Ferdausiuly Aibek | |  | |  |
|  |  | |  | |  |
| 5 | Sauyrkulov Serikadil | |  | |  |
|  |  | |  | |  |
|  |  | |  | |  |