

Week 4 Minutes of Meeting Notes 011-08 Book it

1. Decisions made
 - a. Prepared for presentation
 - b. Got tips on how to stay within 10 minutes
2. Alternative actions/options discussed
 - a. Know exactly what we are going to talk about during the presentation and in order.
 - b. Know what test data to use during the demo
3. Follow-up items, including agreed-on roles and responsibilities You may or may not have content for each of the points above.
 - a. Finish up project
 - i. Record demo
 - ii. Clean up slides
 - iii. Finish document

Minutes of Meetin : 22 minutes