

MINUTES OF MEETING		GROUP # 11		DATE? 10/13/11	
	STUDENT NAME (INITIALS)	Present	Late > 5 mins	Informed about absence?	Scribe?
1	TB	Y			X
2	MK	Y			
3	JD	Y			
4	CL	Y			
	STUDENT NAME (INITIALS)	OLD ACTION ITEM		STATUS	
1	TB	Finish program features		Completed	
2	MK	Finish program features		Completed	
3	JD	Finish program features		Completed	
4	CL	Finish program features		Completed	
AGENDA/DISCUSSION SUMMARY					
1. Order Food 2. Work on assignment 5 3. Work on subsystems 4. Work on Arch Diagram 5. MK & JD work on admin panel 6. CL & TB work on canvas					
	STUDENT NAME (INITIALS)	NEW ACTION ITEM		DUE DATE	
1	TB	Work on canvas		10/20/11	
2	MK	Work on admin panel		10/20/11	
3	JD	Work on admin panel		10/20/11	
4	CL	Work on canvas		10/20/11	