

MINUTES OF MEETING		GROUP # 11		DATE? 12/1/11	
	STUDENT NAME (INITIALS)	Present	Late > 5 mins	Informed about absence?	Scribe?
1	TB	X			X
2	MK	X			
3	JD	X			
4	CL	X			
	STUDENT NAME (INITIALS)	OLD ACTION ITEM		STATUS	
1	TB	Work on toolbar		Complete	
2	MK	Work on login/register page		Complete	
3	JD	Work on login/register page		Complete	
4	CL	Work on saving & editing		Complete	
AGENDA/DISCUSSION SUMMARY					
1. Order Food 2. Eat Food 3. Work on DD3 4. Work on final report 5. Work on poster					
	STUDENT NAME (INITIALS)	NEW ACTION ITEM		DUE DATE	
1	TB	None			
2	MK	None			
3	JD	None			
4	CL	None			