MINUTES OF MEETING		GROUP # 11		DATE? 10/20/11	
	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 canvas	Ongoing
2	MK	Work on admin panel	Ongoing
3	JD	Work on admin panel	Ongoing
4	CL	Work on canvas	Ongoing

AGENDA/DISCUSSION SUMMARY

1. Order Food
2. Everyone worked on DD1
3. MK & JD work on admin panel
4. TB & CL work on canvas

	STUDENT NAME (INITIALS)	NEW ACTION ITEM	DUE DATE
1	TB	Work on canvas	TBA
2	MK	Work on admin panel	TBA
3	JD	Work on admin panel	TBA
4	CL	Work on canvas	TBA