

MINUTES OF MEETING		GROUP # 11		DATE? 10/27/11	
	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		Completed	
2	MK	Work on admin panel		Ongoing	
3	JD	Work on admin panel		Ongoing	
4	CL	Work on canvas		Completed	
AGENDA/DISCUSSION SUMMARY					
1. Order food 2. Eat food 3. TB & JD work on autosave feature 4. MK work on notepadPost.php 5. CL work admin panel					
	STUDENT NAME (INITIALS)	NEW ACTION ITEM		DUE DATE	
1	TB	Work on save & load		11/3/11	
2	MK	Work on notepadPost.php		11/3/11	
3	JD	Work on admin panel		11/3/11	
4	CL	Work on save & load		11/3/11	