

MINUTES OF MEETING		GROUP # 11		DATE? 9/1/11	
	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	Think of new features		Completed	
2	MK	Think of new features		Completed	
3	JD	Think of new features		Completed	
4	CL	Think of new features		Completed	
AGENDA/DISCUSSION SUMMARY					
1. Order Food 2. Draw screenshots of Pencil 3. Brainstorm ideas					
	STUDENT NAME (INITIALS)	NEW ACTION ITEM		DUE DATE	
1	TB	Think of new features		9/8/11	
2	MK	Think of new features		9/8/11	
3	JD	Think of new features		9/8/11	
4	CL	Think of new features		9/8/11	