

MINUTES OF MEETING		GROUP # 11		DATE? 9/15/11	
	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 Eat 2. Work on assignment 3 3. Finished assignment 3					
	STUDENT NAME (INITIALS)	NEW ACTION ITEM		DUE DATE	
1	TB	Work on page layout		9/22/11	
2	MK	Work on login system		9/22/11	
3	JD	Work on login system		9/22/11	
4	CL	Work on page layout		9/22/11	