

CSC 440

Week # #/##/2011  
Phone: ###-###-####  
E-Mail: [###@nku.edu](mailto:###@nku.edu)

Meeting Minutes

Attendees:

Persons in attendance

Next Meeting:

Date (Thursdays)

Time:

4:50-6:05pm

Meeting Called By:

Name

Type of Meeting:

Main Point

Facilitator:

Name

|  |  |  |
| --- | --- | --- |
| |  |  | | --- | --- | | Topics |  | |
| |  | | --- | | **Objectives:** | | 1.  2.  3. |  |  | | --- | | **Status:** | | 1.  2.  3. |  |  | | --- | | **Outcomes:** | | 1.  2.  3. | | **Other Information:** | |  |  |  |  |  | | --- | --- | --- | | **Action Items:** | **Person Responsible:** | **Deadline:** | | ToDo | Name(s) | Date | |  |  |  | |  |  |  | |