**Meeting Agenda**

***When and Where*** ***Role***

**Date**: 9/16/19 **Primary Facilitator**: Richu Mathew

**Start**: 8:50 pm **Timekeeper**: Curt Collins

**End**: 9:45 pm **Minute Taker**: Leif/Austin

**Location**: MCS 109 **Attending**: Richu, Curt, Leif, Austin

1. **Objectives**

To discuss/assign roles and weekly meeting schedule for Software Engineering I course project.

1. **Status** **[Allocated Time:** 10 min**]**

No status yet – first meeting.

1. **Discussion items: [Allocated Time:** 35 min**]**
   1. Who will be assigned what role(s).

3.1.5 Review the project requirements.

* 1. Discuss general time of availability for each team member.
  2. Future meeting day and time (Tentative).

1. **Wrap up: [Allocated Time:** 10 min**]**
   1. Review roles.
   2. Review future meeting schedule.
   3. Suggest changes to role (if any).
   4. Meeting critiques (anything you didn’t like about today’s meeting).

* This agenda is subject to change.