**Meeting Agenda**

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

**Date**: 11/25/19 **Primary Facilitator/Team Leader**: Richu Mathew

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

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

**Location**: MCS 107 **Attending**: Richu, Curt, Leif, Austin

1. **Objectives**

Prepare a draft for system design document.

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

System design has been done.

1. **Discussion items: [Allocated Time:** 35 min**]**
   1. Gather all divided sections drafts together and create a finalized living document.
   2. Create a Gantt chart with all the information.
2. **Wrap up: [Allocated Time:** 10 min**]**
   1. Review the following:
      1. Review the draft.

* This agenda is subject to change.