C:\Users\mloughry\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\OG0115WC\CATME logo - Meeting Support - Web.tif **Team Minutes for [team name]**

***Delete the instructions in black italics and replace them with your team’s information. Add new information after each meeting and save the document with the current date after the document name. This will create one long document that includes the minutes of all team meetings. You will have the old versions saved under document names with the previous dates in case they are needed.***

|  |
| --- |
| **Team Members’ Names** |
| *Trey Sims* |
| *Jackson Willner* |
| *Geoff McIntyre* |
| *Eric Sobczak* |
| *Name* |
| *Name* |

**Meeting 1**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance | *All Team Members Present* |
| 2. Purpose of Meeting | *First Meeting, Discussed Mini Project and make plan* |
| 3. Discuss work completed since last meeting. | *Each team member has completed their individual assignments and read through the mini project assignment.* |
| 4. Summarize work completed during meeting | *Summarize discussion and work accomplished.* |
| 5. Review action items to be completed after meeting | *Who will do what by when?* |
| 6. Schedule next meeting | *Next meeting will be* |
| 7. Recording secretary | *Note who took the meeting minutes and the date that meeting minutes were circulated by e-mail.* |

**Meeting 2**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 3**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 4**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 5**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 6**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 7**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 8**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 9**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 10**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 11**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 12**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 13**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 14**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |

**Meeting 15**

|  |  |
| --- | --- |
| **Meeting Date:**  ***Put date here*** | **Start Time: *Record time meeting started* End Time: *Record meeting end time***  **Summary of Meeting** |
| 1. Attendance |  |
| 2. Purpose of Meeting |  |
| 3. Discuss work completed since last meeting. |  |
| 4. Summarize work completed during meeting |  |
| 5. Review action items to be completed after meeting |  |
| 6. Schedule next meeting |  |
| 7. Recording secretary |  |