[Meeting name] meeting minutes

Location: Mills Library

Date: 09/28

Time: 5:30 – 6:30

Attendees: All attended

Agenda items

1. Review the Development Plan together see if any improvements

2. Push to git and tag

3. Assign work for the Requirements Document

Action items	Owner(s)	Deadline	Status
Requirements Document: Section 2	Susan	10/04	In progress
Development Plan: Section 4	Josh	10/04	In progress
Development Plan: Section 3, 5, 6, 7	Ace	10/04	In progress