[Meeting name] meeting minutes

Location: Mills Library

Date: 09/21

Time: 5:30 – 6:30

Attendees: All attended

Agenda items

1. Review the problem statement together see if any improvements

2. Push to git and tag

3. Assign work for the Development Plan

Action items	Owner(s)	Deadline	Status
Development Plan: Section 1- 3	Susan	09/27	In progress
Development Plan: Section 4 - 6	Josh	09/27	In progress
Development Plan: Section 7 - 9	Ace	09/27	In progress