meeting Minutes

Team 22 – Enterprise Pro

Date | time | Meeting called by Name

# In Attendance

List attendees

# Late/Absent note

If anyone was late or absent put their notice (i.e. email) here explaining why/excusing them

# Agenda

Write a paragraph about why meeting was called and what was supposed to happen

# Key Points

Bullet point what was discussed here.

* Point 1
* Point 2
* Point 3

# Other Points

Bullet point anything else that isn’t important or as relevant here.

* Point 1
* Point 2
* Point 3

# Next Steps

Put here what was decided to happened next and who’s going to do it

* Collecting Requirements – Person 1
* Defining Objectives – Person 2
* Starting programming – Everyone

# Summary

Result of the meeting in 1 or 2 sentences

# Review of last meeting

Review objectives and what has happened since

* Objective 1 – Completed
* Objective 2 – Not started
* Objective 3 – halfway through (incomplete)