**Submitted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Team Meeting Minutes

| **Members Present** | | |
| --- | --- | --- |
| Team Member Name | Arrived Time | Signature |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Date: |  |
| Time: |  |

| **Identified Roles and Meeting Summary** |
| --- |
|  |