

## Meeting Agenda

Attendees: Amanda Tebo, George Athans, Joshua Steiner, Mathew Dela Cruz, Vito Luong

### I. Call to order

Facilitator Name called to order the regular meeting of the Organization/Committee Name at time on date at location.

### II. Roll call

Secretary Name conducted a roll call. The following persons were present: attendee names

### III. Scrum

Attendees commenced daily scrum meeting.

### IV. Open issues

- a) Project Debrief, does it meet the schedule of the class?
- b) How much of the software should be feature complete compared to just being a proof of concept?

### V. New business

- a) New business/summary of discussion
- b) New business/summary of discussion
- c) New business/summary of discussion

### VI. Adjournment

Facilitator Name adjourned the meeting at time.

Minutes submitted by: Name

Minutes approved by:

