# **CIS350 Meeting Instructions**

Hold a team meeting at least once a week in some format. Copy the following template below into a new document, naming it GVSU-CIS350-TEAMNAME-YYYY-MM-DD (replacing TEAMNAME with your team's name and the appropriate date fields). Commit it to this folder, ensuring it is up by each Sunday by 11:59pm. There should be a unique document for each meeting held.

## **Meeting minutes template**

Team name: Software Innovators

Members present: Preston Speidel, James Zesiger, Connor Valley

Date: 9/17/2024

Time:2:30-3:00

Discussion points:

* GitHub repo structure
* Previous GitHub examples
* Jira
* Project expectations

Goals for next week (include responsibilities)

* Set responsibilities and roles
* Begin research and start development