Meeting Agenda / Minutes

**Team Name:P.E.A.R.S**

**Location: Doon Date:2018-02-15 Time: 1:00pm**

YYYY MM DD HH MM

## Attendance

|  |  |  |
| --- | --- | --- |
| Present | **Regrets** | **Status**  **Report?** |
| Jordan Zabar |  |  |
| Maynald Savadty |  |  |
| Jordan McLaughlin |  |  |
|  | **Team Status Report?** | Yes |

## Agenda

|  |  |
| --- | --- |
| **Project Plan Updated** |  |
| Requirements |  |
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## Deliverables

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| **Project Plan Updated** |  |
| Requirements |  |
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## Action Items (*Copy incomplete action items from previous Meeting Agenda / Minutes*)

|  |  |  |  |
| --- | --- | --- | --- |
| What | **Who** | **When** | **Complete?** |
| **Project Plan Updated** | JZ,MS | 1:00PM | Yes |
| Requirements | JM | 1:00PM | Yes |
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## Minutes / Notes

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| **Project Plan Updated – 1hr** |
| Requirements **– 1hr** |
| Project Plan**– 1hr** |
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