MEETING AGENDA

Project Name:	It Takes Two to Tango	**Group Number**:	2
Date of Meeting: (DD/MM/YYYY)	03/08/2019	**Time:**	12:30 PM
Meeting Facilitator:		**Location:**	Thode Library

1. Meeting Objective

Create Git repo, understand roles, determine new meeting times

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Jack Buckley		Project leader, programmer
Hariesh Jay		Tester
Stefan Janovjak		Logger, client-side
Ali Kariapper		Software design
Christina Mudarth		Algorithm research, programmer

3. What has your team done since the last meeting (documents, code, reading material, etc.)?

Description	Owner(s)

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
Add rows to the tables when it is necessary.
Submitted by: [Name]

CS/SE 2XB3: Final Project

4. Is anything slowing your team down on in your way?		
Description	**Route cause(s)**	**The TA feedback**

5. What you about to change from the way another team is doing? (Complete it if you have met another team today)		
Topic	**Another Team methods**	**Your reflection**

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Submitted by: [Name]

5. Notes, Decisions, Issues

Topic	Owner	Time
Created Git	Jack	12:30 PM

6. What will your team do before the next meeting? (Action Items)

Action	Owner	Due Date
Log	Stefan	Next meeting
Reader for JSON/CSV	Christina	Next meeting
Java project structure with empty files	Jack	Next meeting

5. Next Meeting (if applicable)

Date: (MM/DD/YYYY)	13/03/2019	Time:	8:30 AM	Location:	JHE-234
Objective:	Check progress, advance				

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Submitted by: [Name]