

Inception Phase Meeting Agenda / Minutes

TEAM NUMBER: _____ **TEAM NAME:** _____

LOCATION: _____ **DATE:** _____ **TIME:** _____

| ATTENDANCE | | |
|------------|---------------------|----------------|
| Present | Regrets | Status Report? |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | Team Status Report? | |

[illegible][illegible]

DELIVERABLES

[illegible]

MINUTES / NOTES

[illegible]