

# Meeting Agenda / Minutes

TEAM NUMBER: 2

TEAM NAME: J.K.B.B

LOCATION: In Class

DATE: 2017-09-08

TIME: 0.5 hour

ATTENDANCE	
Present	Regrets
Molnar, Jason	
Lin, Ting Ting	
Paquette, Brian	
Treichel, Brian	

AGENDA
Start to work on Project Charter
Start to work on Project Plan

ACTION ITEMS (COPY INCOMPLETE ACTION ITEMS FROM PREVIOUS MEETING AGENDA / MINUTES)			
What	Who	When	Complete?
Team Charter	J.M, T.L, B.P, B.T	2017-09-05	Y
Project Plan	T.L	2017-09-15	
Project Charter - Feature List	B.T	2017-09-12	Y
Project Charter - Event Table	B.P	2017-09-12	
Project Charter - System Objectives/Project Critical Success Factors	J.M	2017-09-12	
Agenda/Minutes for today	T.L	2017-09-08	Y

**MINUTES / NOTES**

Start to work on Project Charter

Start to work on Project Plan

