TEAM MEETING

MM/DD/YY

horizontal line **Date:** Thursday, March 2, 2017

**Time:** 6:30-8:30 pm

**Location:** Innovation Center

**Meeting Start**

6:30 pm

**Attendees**

List everyone who attended

**Absent**

List those who did not attend

**Agenda/Meeting Notes**

***Agenda:***

|  |  |  |  |
| --- | --- | --- | --- |
| **DEPARTMENT** | **ITEMS/Strategy** | **TASKS/Goals/Assigned2** | **DEADLINES** |
| BUSINESS STRATEGIC & SUSTAINABILITY PLAN (bssp) |  |  |  |

**Notes:**

***Agenda:***

|  |  |  |  |
| --- | --- | --- | --- |
| **DEPARTMENT** | **ITEMS/Strategy** | **TASKS/Goals/Assigned2** | **DEADLINES** |
| COMMUNITY SERVICE AND OUTREACH (csao) |  |  |  |

***Notes:***

***Agenda:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEPARTMENT** | **CHALLENGES** | **SOLUTIONS** | **REASONING** | **DEADLINES** |
| ENGINEERING | accuracy and shot height | Concepts in thought | Still figuring |  |

***Notes:***

**Any New Business**

No new business

**Action Items and Agenda for Next Meeting**

|  |  |
| --- | --- |
| **DEPARTMENT** | **REFLECTIONS**  **(i.e. What we learned, What we should do next, Impact)** |
| BUSINESS STRATEGIC & SUSTAINABILITY PLAN (bssp) |  |
| COMMUNITY SERVICE AND OUTREACH (csao) |  |
| ENGINEERING |  |

**Next Meeting Date, Time, Location**

**Date:** March 14, 2017

**Time:** 7:00 to 8:30 pm

**Location:** WSMSA

**Meeting End:** 8:30 pm

|  |  |  |  |
| --- | --- | --- | --- |
| **Recorded By:** |  | **Date:** |  |
| **Disclosed To and Understood By**: |  | **Date:** |  |