**SOEN 341 2015 Reference Template for Team meetings(face to face, skype, or other)**

Team Name: Project Name:

Minutes of meeting number 1.1

Date

Location

Members:

|  |  |  |
| --- | --- | --- |
| Name | Role | Present? |
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Agenda

Call to Order

Decisions:

1.

2.

3.

4.

5.

6.

Adjourned at: