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

Team Name: COEN life Project Name: ConUgen

Minutes of meeting number 2.1: 45 Minutes

Date: 11th January 2016

Location: Skype

Members:

|  |  |  |
| --- | --- | --- |
| Name | Role | Present? |
| Daniel Makardich | Documenting | Yes |
| Micheal Gravino | Documenting | Yes |
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Agenda

**Call to Order**

Initial brainstorming for deliverable 0

Prepare full team group meeting on the 12th

**Decisions:**

1. Assign probable roles to team members

2. Give system description and purposes

3.

4.

5.

6.

Adjourned at: 18:45-19:00