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

Team Name: Coen > Soen Project Name: Picaso

Minutes of meeting number 3.1

Date: 21/01/16

Location: H962

Members:

|  |  |  |
| --- | --- | --- |
| Name | Role | Present? |
| Matthew Masi | Documenting | yes |
| Daniel Makardich | Documenting | yes |
| Adam Ibraham-Disusky | Documenting | yes |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Agenda

Call to Order:

Familiarize documenting squad to the web application and the implemented features.

Discuss features to be modified or implemented.

Decisions:

1. Possible landing page to discuss

2. Documenting starts to discuss features and choices made

3. Contact us page will allow any email type to work instead of just @concordia

Adjourned at: 5h30- 6h00