**Meeting Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **Subject** | **Introductory Meeting** | **Date** | **30 January 2015** |
| **Facilitator** | Dr. Wollowski | **Time** | 0900 |
| **Location** | Olin 259 | **Scribe** | Nithin Perumal |
| **Attendees** | Max Kelly, Nithin Perumal, Tim Smith, Justin Hohl, Sam Weiskittel | | |
|  |  | | |

| Key Points Discussed | | |
| --- | --- | --- |
| No. | Topic | **Highlights** |
| 1. | Introduction | Exchanged contact information |
| 2. | Discussion of topic | Discussed meet times and individual availability |
| 3. | Agreed meeting | Agreed to meet in Percopo 3 at 1900 |
| 4. | Meeting adjourned (time) | 9:30am |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

| Action Plan | | | |
| --- | --- | --- | --- |
| No. | Action Item(s) | **Owner** | **Target Date** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
|  |  |  |  |