

Last Built September 15, 2011

Minutes    Date: <insert date>    Time: <insert time>    Location: <insert location>

Meeting Called By    Richard Thai

Type of Meeting    PM

Facilitator    Richard Thai

Note Taker    Susi Cisneros, Eric Henderson, Richard Thai

Time Keeper    Eric Henderson

Attendees    Susi Cisneros, Eric Henderson, Taylor Purviance, Richard Thai, Kenny Gao

### Agenda Topics

Time Allotted: <time>    Topic: <topic>    Presenter: <presenter>

Discussion

Conclusions

Action Items    Person Responsible    Deadline