Inception Phase Meeting Agenda / Minutes

TEAM NUMBER: _____ **TEAM NAME:** _____

LOCATION: _____ **DATE:** _____ **TIME:** _____

ATTENDANCE		
Present	**Regrets**	**Status Report?**
	Team Status Report?	

AGENDA

ACTION ITEMS (*COPY INCOMPLETE ACTION ITEMS FROM PREVIOUS MEETING AGENDA / MINUTES*)			
What	**Who**	**When**	**Complete?**

DELIVERABLES

Deliverable	Submitted?

MINUTES / NOTES