Transition Phase Meeting Agenda / Minutes

TEAM NUMBER:TE	АМ N AME:			
LOCATION:	DATE:	TIME:		
ATTENDANCE				
Present		Regrets	S	tatus Report?
		Team Status	Report?	
AGENDA				
AGENDA				
ACTION ITEMS (COPY INCO	OMPLETE ACTION ITEMS F	ROM PREVIOUS MEE	TING AGENDA / MI	INUTES)
Wha		Who	When	Complete?

DELIVERABLES	
Deliverable	Submitted?
User Documentation	
Technical Documentation	
Project ID Sheet with Deployment Guide	
3-Ring Binder	
MINUTES / NOTES	