Year 2 – Group Project

# Meeting Minutes

# 30/01/2019

## Location

## Harold Cohen: Study Room 3E: 4:00pm - 6:00pm, Thursday, January 31, 2019

## In Attendance

Attendee names

## Meeting Agenda

* Introductions
* GitHub Repository Project Board
* Project Ideas
* Agenda for next meeting; Schedule next meeting.

## Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed.

## Open Issues

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

## New Business

Summarize the discussion for new issues, state the next steps, and assign any action item.

## Agenda for Next Meeting

List the items to be discussed at the next meeting.

## Location of Next Meeting

Meeting was adjourned at time by Facilitator Name. The next general meeting will be at time on date, in location.

| Minutes submitted by: | Name |
| --- | --- |
| Approved by: | Name |