Team Minutes for **Prime**

CATME Meeting Support

Delete the instructions in black italics and replace them with your team's information. Add new information after each meeting and save the document with the current date after the document name. This will create one long document that includes the minutes of all team meetings. You will have the old versions saved under document names with the previous dates in case they are needed.

Team Members' Names
Alex Curtis
David Long
Johnny Evans
Trevor Olsen

Meeting 1

Meeting Date: 2/15/22	Start Time: **5:00pm** End Time: **6:15pm** Summary of Meeting
1. Attendance	*Alex, David, Trevor, Johnny*
2. Purpose of Meeting	*Finish the team charter, figure out roles, set up Teams, and figure out a schedule for the mini project.*
3. Discuss work completed since last meeting.	*First meeting, so N/A*
4. Summarize work completed during meeting	*We finished the team charter, looked through the handout of the mini-project, and assigned each member deliverables.*
5. Review action items to be completed after meeting	*Trevor will finish assignment 2 before this weekend with Alex's help, and everyone will work on their assigned tasks.*
6. Schedule next meeting	*During SEED lab on Wednesday, 2/16.*
7. Recording secretary	*Alex. Minutes circulated same day.*

Meeting 2

Meeting Date	2/15/22 1:00-2:00pm
1. Attendance	Alex, David, Trevor, Johnny
2. Purpose of Meeting	Continue planning the Mini Project, determine a timeline for each subsystem, and make sure we're all on the same page when it comes to the interfaces of our subsystems
3. Discuss work completed since last meeting.	Trevor's assignment 2 is mostly finished, all our deliverables were scheduled in Tasks.
4. Summarize work completed during meeting	We read through the instructions and added subtasks in teams to keep track of our progress. We created a code template to make sure everything plays well together. We figured out the order we need to complete each element and adjusted deadlines accordingly.
5. Review action items to be completed after meeting	We want as much done as possible by Tuesday.
6. Schedule next meeting	Tuesday, 2/21. 5-6:30pm
7. Recording secretary	Alex. Minutes circulated same day.

Meeting 3

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 4

Meeting Date: Put date here	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 5

Meeting Date: Put date here	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 6

Meeting Date: Put date here	Start Time: *Record time meeting started* End Time: *Record meeting end time* Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 7

Meeting Date: Put date here	Start Time: *Record time meeting started* End Time: *Record meeting end time* Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 8

Meeting Date: Put date here	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 9

Meeting Date: Put date here	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 10

Meeting Date: Put date here	Start Time: *Record time meeting started* End Time: *Record meeting end time* Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 11

Meeting Date: Put date here	Start Time: *Record time meeting started* End Time: *Record meeting end time* Summary of Meeting
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 12

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 13

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 14

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	

Meeting 15

Meeting Date: *Put date here*	Start Time: *Record time meeting started* End Time: *Record meeting end time* **Summary of Meeting**
1. Attendance	
2. Purpose of Meeting	
3. Discuss work completed since last meeting.	
4. Summarize work completed during meeting	
5. Review action items to be completed after meeting	
6. Schedule next meeting	
7. Recording secretary	