

Team Minutes for Prime

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
<i>Alex Curtis</i>
<i>David Long</i>
<i>Johnny Evans</i>
<i>Trevor Olsen</i>

Meeting 1

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

Meeting 2

Meeting Date: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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 3

Meeting Date: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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: <i>Put date here</i>	Start Time: <i>Record time meeting started</i> End Time: <i>Record meeting end time</i> 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	

