

# Temp-Group X Team Meeting Agenda

**DATE:**  
**XX:XX PM – XX:XX PM**  
**LOCATION:**

Meeting called by: Dr. Herbert H. Tsang      Type of meeting: Brain storming and initial orientation  
Facilitator: Keith Chan      Note taker: Hans Kim  
Timekeeper: Princess Macanlalay

Attendees: Keith Chan, Jason Xu, Princess Macanlalay, Hans Kim  
Please read:  
Please bring:

## Agenda

Topic	Presenter / lead	Time allotted
1. Fill out “Personal skill inventory”	Individual team member	5 min
2. Team member introduce themselves.	Individual team member take turn	10 – 15 min
3. Assign roles for the project team (Project manager, developer, note taker, documentation, QA, etc.)	Project manager with input from “personal skill inventory”	5 min
4. Brainstorming project ideas (at least three)	Project manager	50 min
5. Document the project ideas in meeting minutes	Note taker and project manager with help from team members.	5 min

## Additional Information

Observers:  
Resource persons:  
Special notes:

-END-