

Group 9 Team Meeting Agenda

DATE: Monday, January 30, 2017

TIME: 4:30pm – 7:00pm

LOCATION: CSIL

Meeting called by: Hans Kim

Type of meeting: Brainstorming / Planning / Delegation

Facilitator:

Note taker:

Timekeeper:

Attendees: Princess Macanlalay, Jason Xu, Hans Kim, Keith Chan

Please read:

Please bring:

Agenda

Topic	Presenter / lead	Time allotted
Finalize Project Topic	Hans Kim	1.5 hours
Go over proposal requirements	Princess Macanlalay	0.75 hours
Delegate work	Jason Xu	0.25 hours

Additional Information

Observers:

Resource persons:

Special notes:

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