CS 143 Meeting Minutes

<Insert Team Name>

<Insert Date/Time of Meeting and how you met (Zoom, Skype, Telephone, etc)>

**Who attended this meeting?**

<List attendees here>

**For those who did not attend, have they been in contact with the team?**

<Yes/no for each member that did not attend>

**What topics were discussed during this meeting?**

<List/describe each topic>

**How did each team member contribute to the project during the past week?**

<List/describe each team member’s contribution>

**What tasks were assigned to each team member for next week?**

<List each team member with their assigned tasks>

**Please list any roadblocks hindering progress.**

<List/describe each problem area so I can follow up with suggestions>