CIS 350 – Weekly Meeting Minutes Template

Hold a team meeting at least once a week in some format. Copy the template below into a new document, naming it **CIS350-YYYY-MM-DD** (replacing the appropriate date fields). Commit it to "*meetings*" folder of your project on GitHub. There should be a unique document for each meeting held.

Project name:

Members present:

Date:

Time:

Discussion points:

-
-
-
-

Goals for next week (include responsibilities):

-
-
-
-