Meeting Minutes

Your team may meet multiple times throughout the week. All the meeting dates (add or remove dates as needed from the list) and activities discussed throughout the week are captured in the table provided. The minutes should include discussions about the project revisions provided by the client.

Team Number: 11 Team Name: Group 11

Team Member Names: Chang, Chia-Hua; Hu, Bin; Xie, Zhiqun

Meeting 1 Date: 6/7/2024 Meeting 2 Date: Click or tap to enter a date.

Meeting 3 Date: Click or tap to enter a date. Meeting 4 Date: Click or tap to enter a date.

## Team Meetings and Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities Discussed** | **Action Items**  (what tasks are assigned to specific group members to complete for next week) | **Present**  **(list initials)** | **Duration**  **(nearest .25 hr)** |
| 1. Sync project status 2. Discuss the current prototype 3. Assign the remaining tasks in this iteration 4. Schedule the next meeting | * Agile release summary 1 -> XZ * Transcript for the code demonstration -> CC * Iteration 2 Plan and backlogs -> CC * Record the code demo video -> BH | CC, HB, XZ | .5 hr |

## Agenda For Next Meeting

* Review previous action items.
* Review the status of next week’s deliverables.
* Schedule the next meeting.