|  |  |
| --- | --- |
| Meeting Name Meeting minutes | |
| Location: | Address and Room Number |
| Date: | Date |
| Time: | Time |
| Attendees: | Name(s) |

# Discussion Details

1. <Include Here Your Class Names>
2. <Describe the details of each of the attributes in classes you will be modeling on the UML diagram>
3. <Describe the details of each of the attributes in classes you will be modeling on the UML diagram>

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Items** | **Owner(s)** | **Deadline** | **Status** |
| [Action item] | [Name(s)] | [Date] | [Status, such as In Progress or Complete] |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |