

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: Super BlackJack

Members present: Trevor, Markus, Brandon

Date: 3 - 10

Time: 11 am

Discussion points:

- Issues with implementation
- post spring break adjustments

Goals for next week (include responsibilities):

- Create goal for player to reach
- Continue recording changes in write up