

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: 2 - 4

Time: 12am

Discussion points:

- Release two goals
- Scope of project
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Goals for next week (include responsibilities):

Begin work on adding features, all members will brainstorm ideas further on discord for future meetings