Team Meeting

3 FEBRUARY 2020 / 7:00 PM / Near Client Restaurant

Team Lead: Tristan Turcotte

Minute Taker: Tristan Turcotte

# Attendees

|  |  |  |
| --- | --- | --- |
| Haymond Yan | Synthia Vincent De Paul | Xiang Di Su |
| James Cortez | Tristan Turcotte |  |

# Agenda

## Client Meeting Summary

1. Discuss what was talked about in the client meeting.
2. Ensure everyone on the team is on the same page about the client requirements.
3. Ensure that there are no unclear terms or requirements given by the client.
4. Ensure that there are no assumptions being made.

## Discuss Formulating Follow-Up Questions

1. Anything that is still unknown, state it.

# Notes

# Meeting Summary/Conclusion

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2. Suspendisse scelerisque mi a mi

# Next Meeting Agenda

Minute Taker for next meeting: NAME

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