

Team Meeting Report

Team: The Bang Show.

Meeting date: 12-5-16

Start time: 5:00

End time: 8:30

Team members in attendance:

Abdul, Guthrie, Nathan, Becky

Topics discussed/worked on:

- Practice Presentation.

- Presentation PPT

- Tested Presentation Equipment.

The next scheduled meeting is at:

Date: 12-7-16

Time: 3:00.

The information in these minutes is accurate, to the best of my knowledge:

Nathan was here for meeting, just not to sign form.

[each team member attending this meeting is expected to either sign or type their name]

[It will be considered a **serious breach of ethics** if a team meeting form is "signed" by a member who did not attend or who does not agree that the information in that report is accurate, to the best of their knowledge.]

 