Team Meeting Report

Team: THE BANG SHOW

Meeting date: 10/26/2016

Start time: 9:20a

End time: 10:50a

Team members in attendance:

GUTHRIE HAYWARD

ABDUL SHAIKH

NATHAN ORTOLAN

BECKY WILLIAMS

Topics discussed/worked on:

- ITERATION #1 FINISHED. (CLEANED UP FILE SYSTEM & AGREED ON BETTER NAMING CONVENTIONS)
- WORKING ON ITERATION #2 — MILESTONE #4
  - PLANNED ITERATION AND TIMING
  - DECIDED NOT TO WORK OVER THANKSGIVING BREAK

The next scheduled meeting is at:

Date: 10/26/2016

Time: 3:00p

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

[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.]