MEETING MINUTES

Meeting Minutes guidelines:
- *Publish Minutes within 24 hours of any meeting*
- *Post Minutes in a place available to all stakeholders (e.g. shared drive or website)*
- *Include Action Items in body of the email as reminder if necessary.*
- *Review Action Items for completion during the next meeting.*

Project Name:	Kong		
Date of Meeting: (MM/DD/YYYY)	06/12/18	Location:	Engineering Center Lobby
Minutes Prepared By:	Bader + Tyler	Charge time to:	

1. Purpose of Meeting

Project meeting and Milestone 2

2. Attendance at Meeting *(add rows as necessary)*

Name	Role	E-mail
Bader Albader	Hardware	baal8860@colorado.edu
Jacob Tran	Backend	jacob.tran@colorado.edu
Tyler Valentine	Frontend	tyler.valentine@colorado.edu
Charles Mezhir	Frontend	charles.mezhir@colorado.edu
Garrett Senor	Middle	garrett.senor@colorado.edu

3. Meeting Agenda

Complete milestone 2

4. Meeting Notes, Decisions, Issues

Milestone 2 completed, tasks created on Trello, tasks assigned, GitHub organized.

5. Action Items *(add rows as necessary)*

Action	Assigned to	Due Date
Research database protocols	Jacob	06/21/18
Website template/plugins	Tyler/Chuck	06/21/18
Gather hardware and set up communication protocols.	Bader	06/21/18

6. Next Meeting

Date: (MM/DD/YYYY)	06/19/2018	Time:	1:30 PM	Location:	Engineering Center Lobby
Agenda:	Catch Garett up and work flow discussion.				