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)	06/18/18	**Location:**	Engineering Center Lobby
Minutes Prepared By:	The team	**Charge time to:**	

Project meeting and Milestone 2

Name	Roles	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	

Complete Milestone 2

Milestone 2 done

Action	Assigned to	Due Date
Research database protocols	Jacob	06/21/18
Website template/plugins	Tyler/Chuck	06/21/18

Date: (MM/DD/YYYY)	06/25/2018	**Time:**	1:30 PM	**Location:**	Engineering Center Lobby
Agenda:	Milestone 3				