

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)	06/07/2018	Location:	Engineering Center Lobby
Minutes Prepared By:	The team	Charge time to:	

1. Purpose of Meeting

To discuss ideas for potential projects

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 Senior	Middle	garrett.senior@colorado.edu

3. Meeting Agenda

To discuss project ideas

4. Meeting Notes, Decisions, Issues

Created a document that contains project ideas

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

Action	Assigned to	Due Date
Think about other ideas and add them onto the documents	The team	06/11/18

6. Next Meeting

Date: (MM/DD/YYYY)	06/11/18	Time:	1:30 PM	Location:	Engineering Center Lobby
Agenda:	Decide on a project and finish milestone 1.				