

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) | 07/02/18 | Location: | Engineering Center Lobby |
| Minutes Prepared By: | Bader | Charge time to: | |

1. Purpose of Meeting

Project finishing touches and milestone 4.

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

Complete milestone 4.

4. Meeting Notes, Decisions, Issues

Milestone 4 completed. Discusses presentation.

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

| Action | Assigned to | Due Date |
|---|-------------|----------|
| Milestone 4 submit. | Team | 07/02/18 |
| Run script for an hour in the evening and an hour at night. | Bader | 07/03/18 |
| Think about presentation | Team | 07/03/18 |
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| | | |

6. Next Meeting

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|---------------------------|--|--------------|----------|------------------|-----------------------------|
| Date: (MM/DD/YYYY) | 07/03/18 | Time: | 11:00 AM | Location: | Engineering Center Lobby |
| Agenda: | Complete and link project and go through presentation. | | | | |