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)	06/11/2018	**Location:**	Engineering Center Lobby
Minutes Prepared By:	The team	**Charge time to:**	

Decide on a project and complete milestone 1.

Name	E-mail	
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Finish picking a project and complete milestone 1.

Decided on the greenhouse tracking idea. Added meeting minutes, POS and Requirement Specs.

Action	Assigned to	Due Date
Update POS (Project Overview Statement)	Bader	06/12
Update Requirement specs with current knowledge of project.	Team	06/12
Check Milestone 1	Tyler	06/12

Date: (MM/DD/YYYY)	06/12/2018	Time:	1:30 PM	Location:	Engineering Center Lobby
Agenda:	Complete part 3 of lab 1.				