

# 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.

<b>Project Name:</b>	Kong		
<b>Date of Meeting:</b> (MM/DD/YYYY)	06/12/18	<b>Location:</b>	Engineering Center Lobby
<b>Minutes Prepared By:</b>	The team	<b>Charge time to:</b>	

## 1. Purpose of Meeting

Project meeting

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

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	

## 3. Meeting Agenda

To complete part 3 of lab 1 and discuss project.

#### 4. Meeting Notes, Decisions, Issues

Part 3 complete and technical roles assigned and discussed.

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

Action	Assigned to	Due Date
Talk to professor about part 3.	Tyler	06/13/18
Place documents in github	Bader	06/14/18
Complete and submit HW 1	Team	06/12/18
Research database protocols	Jacob	6/21/18
Website template and Plugins	Tyler/Chuck	6/21/18

#### 6. Next Meeting

<b>Date:</b> (MM/DD/YYYY)	06/18/2018	<b>Time:</b>	1:30 PM	<b>Location:</b>	Engineering Center Lobby
<b>Agenda:</b>	Milestone 2				