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:**	

To discuss ideas for potential projects

Name	E-mail	
Bader Albader	baal8860@colorado.edu	
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To discuss project ideas

Created a document that contains project ideas.

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

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