# **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:** |  |

|  |
| --- |
| 1. Purpose of Meeting |
| Decide on a project and complete milestone 1. |

|  |  |  |
| --- | --- | --- |
| 2. Attendance at Meeting *(add rows as necessary)* | | |
| **Name** | **Role** | **E-mail** |
| Bader Albader | Hardware | [baal8860@colorado.edu](mailto:baal8860@colorado.edu) |
| Jacob Tran | Backend | [jacob.tran@colorado.edu](mailto:jacob.tran@colorado.edu) |
| Tyler Valentine | Frontend | [tyler.valentine@colorado.edu](mailto:tyler.valentine@colorado.edu) |
| Charles Mezhir | Frontend | [charles.mezhir@colorado.edu](mailto:charles.mezhir@colorado.edu) |
| Garrett Senor | Middle | [garrett.senor@colorado.edu](mailto:garrett.senor@colorado.edu) |

|  |
| --- |
| 3. Meeting Agenda |
| Finish picking a project and complete milestone 1. |

|  |
| --- |
| 4. Meeting Notes, Decisions, Issues |
| Decided on the greenhouse tracking idea. Added meeting minutes, POS, and Requirement Specs. |

|  |  |  |
| --- | --- | --- |
| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Update POS (Project Overview Statement) | Bader | 06/12/18 |
| Update Requirement specs with current knowledge of porject. | Team | 06/12/18 |
| Check Milestone 1 | Tyler | 06/12/18 |
|  |  |  |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 06/12/18 | **Time:** | 1:30 PM | **Location:** | Engineering Center Lobby |
| **Agenda:** | Complete part 3 of lab 1. | | | | | |