**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.*

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| **Project Name:** | Kong | | |
| **Date of Meeting:** (MM/DD/YYYY) | 06/07/2018 | **Location:** | Engineering Center Lobby |
| **Minutes Prepared By:** | The team | **Charge time to:** |  |

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| 1. Purpose of Meeting |
| To discuss ideas for potential projects |

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| 2. Attendance at Meeting *(add rows as necessary)* | | | |
| **Name** |  | **E-mail** |  |
| Bader Albader |  | baal8860@colorado.edu |  |
| Jacob Tran |  | Jacob.Tran@colorado.edu |  |
| Tyler Valentine |  | tyler.valentine@colorado.edu |  |
| Charles Mezhir |  | Charles.Mezhir@colorado.edu |  |
| Garrett Senor |  | garrett.senor@colorado.edu |  |

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| 3. Meeting Agenda |
| To discuss project ideas |

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| 4. Meeting Notes, Decisions, Issues |
| Created a document that contains project ideas. |

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| 5. Action Items *(add rows as necessary)* | | |
| **Action** | **Assigned to** | **Due Date** |
| Think about other ideas and add them onto the document | The team | 06/11/18 |
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| 6. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 06/11/18 | **Time:** | 1:30 PM | **Location:** | Engineering Center Lobby |
| **Agenda:** | Decide on a project and finish milestone 1. | | | | | |