CIS 350 – Weekly Meeting Minutes Template

Hold a team meeting at least once a week in some format. Copy the template below into a new document, naming it **CIS350-YYYY-MM-DD** (replacing the appropriate date fields). Commit it to the "meetings" folder of your project on GitHub. There should be a unique document for each meeting held.

Project name: Tetris

Members present: Austin Laster, Benjamin Gargiulo , Vincent Nguyen

Date: 2/24/2025

Time: 6:00 PM

Discussion points:

- How much more we need to do to finish on time

- Who will handle what

- The time frame we need to complete everything in

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Goals for next week (include responsibilities):

- Class diagrams - Benjamin

- Finish up doc - everyone

- Finalize code and testing- Austin, Vincent