

Team M
Meeting Report / Minutes
recorded by: Everyone (Shared Doc)

Method (e.g. Zoom, phone, etc)

Attendance: present (**P**) absent(**A**) late(**L**) part time(**%**)

Date/Method	Time (Start, End)	Team Members	Attendance (P)(A)(L)(%)
09/18/2020 MS Teams Video Meeting	11:40am 12:30pm	Alcazar, Walter	P
		Daly, Emily	P
		Migacz, Nick	P
		Tanksley, Zakee	P

Key Topics: Planned / Discussed

Key Topics	Most Important Actions
<ul style="list-style-type: none">• Discuss roles in figuring out Requirements• Summarize general app purpose• Begin creating a Software Requirements Specification (SRS)	<ul style="list-style-type: none">• Atomic Requirements• Working on the SRS• Complete the 10 requirements

Most Important Actions / Next Steps: (and who will do by when etc.)

- Complete requirements document by Friday 9/25