Team Meeting

11Meeting called by:	Brian Maina	**Type of meeting:**	Online
Facilitator:	Brian Maina	**Note taker:**	Brian
Timekeeper:	Baris Senyurt(Meeting was 10 minutes)		
Attendees:	Baris Senyurt		
Please read:	Enter reading list here		
Please bring:	Enter items to bring here		

Minutes

Agenda item: Answer Problem   **Presenter:**   Brian Maina

Discussion:

We reviewed the Problem as a team. By next Tuesday, everyone should have answered the problem and discuss them as a group.

Conclusions:

Goal is for everyone to answer the problem question.

Action items	Person responsible	Deadline
✓ Answer Problem	Baris Senyurt	11/14
✓ Answer Problem	Christine Olukere	11/14
✓ Answer Problem	Corey Mcpherson	11/14

Agenda item: Enter agenda item here   **Presenter:**   Enter presenter here

Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
✓ Enter action items here	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here

Agenda item: Enter agenda item here   **Presenter:**   Enter presenter here

Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
✓ Enter action items here	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here

Other Information

Observers:

Enter observers here.

Resources:

Enter resources here.

Special notes:

Enter any special notes here.