**MEETING AGENDA**

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| **Project Name:** | Project 3 | | |
| **Date (MM/DD/YYYY):** | 5/5/2022 | **Time:** | 8pm |
| **Meeting Facilitator:** | August | **Location:** | ober |

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| **1. Meeting Objective** |
| plan out how we are going to do the project, and start coding a little |

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| **2. Attendees** | | | |
| **Name** | **Role** | **Major** | **E-mail** |
| August Bednar | student | Data Science | bednara@etown.edu |
| Simon Burleson | student | Computer Science | burlesons@etown.edu |
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| **3. Meeting Agenda** | | |
| **Topic** | **Owner** | **Time** |
| planning what we each of u will work on | August and Simon | 8-8:30pm |
| working on functions | Simon | 8:30-10pm |
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| **4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)** | |
| **Description** | **Prepared by** |
| looking over project requirements | August and Simon |
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**MEETING MINUTES**

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| **Project Name:** | Project 3 | | |
| **Date (MM/DD/YYYY):** | 5/9/2022 | **Time:** | 8pm |
| **Meeting Facilitator:** | August | **Location:** | ober |

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| **1. Meeting Objective** |
| Finish project |

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| **2. Attendees** | | | |
| **Name** | **Role** | **Major** | **E-mail** |
| August Bednar | student | Data Science | bednara@etown.edu |
| Simon Burleson | student | Computer Science | burlesons@etown.edu |
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| **3. Meeting Agenda** | | |
| **Topic** | **Owner** | **Time** |
| completing main function | August | 8-9pm |
| working on flow chart and makefile | August | 9-9:30pm |
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| **4. Action Items** | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
| project zip file | | | | | | August | | 4/11/2022 |
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| **5. Next Meeting (if applicable)** | | | | | | | | |
| **Date:** (MM/DD/YYYY) | | NA | **Time:** | NA | **Location:** | | NA | |
| **Objective:** | no need for another meeting | | | | | | | |