**CSC 440/540**

**Team 2 Meeting Minutes**

**Date:** x:xx **Primary Facilitator:** name

**Start:** x:xx P.M. T**imekeeper:** name

**End:** x:xx P.M. **Minute Taker:** name

**Room:** location **Attending:** names

**1. Objective**

// Taken verbatim from the current meeting’s agenda

**2. Status**

// Summary of the information that was exchanged

**3. Discussion**

// Record of issue discussions and resolutions

ex. 3.1 Command parsing code is …

Proposals: 1) Restructure the command … 2) Pass all command args by name …

Resolution: Restructure code for now … See AI[1]

**4. Wrap up**

// Additions and modifications to the task plan

ex. AI[1] For: Dave.

Revisit command parsing code …