**Meeting Minutes**

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| **Subject** | **Meeting 2/21/16** | **Date** | **2/21/16** |
| **Facilitator** |  | **Time** | 8:00AM |
| **Location** | CS Lab | **Scribe** | Alex |
| **Attendees** | Alex, Korey, Charles | | |
|  |  | | |

| Key Points Discussed | | |
| --- | --- | --- |
| No. | Topic | **Highlights** |
| 1. | Finish all requirements | Road trip, interest, etc |
| 2. | Write-up |  |
| 3. | Team evaluations |  |
| 4. |  |  |
| 5. |  |  |
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| Action Plan | | | |
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| No. | Action Item(s) | **Owner** | **Target Date** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
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