

1st Team Meeting(TUT) |MINUTES

Meeting date | time 9/10/2014 4:00 PM | Meeting location SW 143

Meeting called by	Anya	Attendees
Type of meeting	TUT	Chandni
Facilitator	David, Edward	Dickson
Note taker	Miranda	Miranda
Timekeeper	Miranda	Nick

AGENDA TOPICS

Time allotted | TUT time | Agenda topic Team Expectation | Presenter All Attendees

Discussion : for the list of agreed upon guidelines that our team need to follow.

Contact Information		
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Amna	amna.iqbal@mail.utoronto.ca	416-254-4945
Meeting Requirement		
BV/IC Lab	Tue. 12-1 Wed. 12-2 Fri. 11-12	at least 3 attendess

Conclusion

Action items	Person responsible	Deadline
Meeting Minutes taking&uploading	Miranda	Whole project process
Code review	Nick	Whole project process

Special notes :

- We will be assigning duties later on after we know what the actual project is.
- Amna was not present at this meeting, and as required, we will email Anya to check whether Amna will still take this course.