|  |  |
| --- | --- |
| Team Meeting | DateTimeLocation |

|  |  |  |  |
| --- | --- | --- | --- |
| 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.