

MINUTES OF MEETING		GROUP # B4		DATE: 1/26/12	
	STUDENT NAME (INITIALS)	Present	Late > 5 mins	Informed about absence?	Scribe?
1	BM	Yes	No	N/A	Yes
2	CU	Yes	No	N/A	No
3	TW	Yes	No	N/A	No
4	YZ	Yes	No	N/A	No
	STUDENT NAME (INITIALS)	OLD ACTION ITEM		STATUS	
1	BM	Demo		Complete	
2	CU	Demo		Complete	
3	TW	Demo		Complete	
4	YZ	Demo		Complete	
AGENDA/DISCUSSION SUMMARY					
<p>We worked on the Poster for the poster, looked at the final report to see what we needed to do for it, and realized that we needed to take a team picture.</p>					
	STUDENT NAME (INITIALS)	NEW ACTION ITEM		DUE DATE	
1	BM	Part of the Final Report		TBA	
2	CU	Part of the Final Report		TBA	
3	TW	Part of the Final Report		TBA	
4	YZ	Part of the Final Report		TBA	