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| 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 | |  |  |  |
| 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. | | | | | |
|  | 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 | |
|  |  |  | |  | |