**Minutes - Nov. 24**

**Meeting Date:** November 24, 2016 **Recorder:** Alina

**Group members present:** Alina, Peter, Thom, Devroop

**Roles assigned:** Leader - Peter

Timekeeper - Thom

Facilitator - Alina

**Agenda item: Cover letter**

**Discussion:**

The cover letter assignment is due this Sunday.

**Decision:**

We will all work on the cover letter using Google Docs.

**Agenda item: Work logs**

**Discussion:**

Most of us forgot about keeping work logs, which we need to submit in the appendices of the final report.

**Decision:**

We can each do a backdated work log of Nov. 23’s work, and continue to keep individual logs.

**Tasks:**

1. Work on cover letter - everyone
2. Backdated minutes for Nov. 23 meeting - Peter