**Meeting Minutes #**

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| --- | --- | --- |
| **Date** | **February 3rd, 2016** | |
| **Time** | 3:00 PM | |
| **Location** | | Lakeside 1 Lobby | |
| **Attendees** | | Elena Chong, Tim McDaniel, and Mitchell Murray | | |
|  | |  | | |

The meeting started at 3:05PM

The purpose of today’s meeting is

During this meeting, we discussed the following:

| Action Plan | | | |
| --- | --- | --- | --- |
| No. | Action Item(s) | **Owner** | **Target Date** |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |
| 5. |  |  |  |
|  |  |  |  |

Next Meeting:

The meeting was adjourned at 0:00 PM

Respectfully submitted,