# **MEETING AGENDA**

| **Project Name:** |  | **Group Number**: |  |
| --- | --- | --- | --- |
| **Date of Meeting:** (DD/MM/YYYY) | 03/05/2018 | **Time:** |  |
| **Meeting Facilitator:** |  | **Location:** | Thode |

|  |
| --- |
| 1. Meeting Objective |
| * Setup github * Brainstorm algorithms * Decide on website implementation |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| **Name (last name alphabetical order)** | **Student Number** | **Role in the Project** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| 3. What has your team done since the last meeting (documents, code, reading material, etc.)? | |
| **Description** | **Owner(s)** |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 4. Is anything slowing your team down on in your way? | | |  |
| **Description** | | **Route cause(s)** | **The TA feedback** |
|  | |  |  |
|  | |  |  |
|  | |  |  |
|  | |  |  |
| 5. What you about to change from the way another team is doing? (Complete it if you have met another team today) | | |  |
| **Topic** | **Another Team methods** | | **Your reflection** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |

# **MEETING MINUTES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5. Notes, Decisions, Issues | | | | | | | | |
| **Topic** | | | | | | **Owner** | | **Time** |
|  | | | | | |  | |  |
|  | | | | | |  | |  |
|  | | | | | |  | |  |
| 6. What will your team do before the next meeting? (Action Items) | | | | | | | | |
| **Action** | | | | | | **Owner** | | **Due Date** |
|  | | | | | |  | |  |
|  | | | | | |  | |  |
|  | | | | | |  | |  |
|  | | | | | |  | |  |
| 5. Next Meeting (if applicable) | | | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** |  | **Location:** | |  | |
| Objective: |  | | | | | | | |