COSC 3130 Systems Analysis and Design
Team Meeting Form

Team Name: _____

Date of Meeting: _____ **Place**: _____
Time of Meeting: _____ **Meeting Adjourned at:** _____

Attendees:

_____ _____ _____

_____ _____

What was discussed or agenda:

Questions/problems/comments

Tasks assigned for next meeting (include who is doing what task):

Date/Time/Location of Next Meeting: _____

Name of Recorder: _____