

DRAFT

Agenda and Minutes-MeetingName YYYY-MM-DD

Version: Refer to the version in the file name

Agenda and Minutes-Meeting 3 2021-03-01

Version: Refer to the version in the file name

Meeting Purpose	Progress report
Meeting Objective	Keeping everyone organized and focused
Date/Time	Monday March 1, 2021 10:00 A.M. – 10:30 AM
Location & Contact Info.	e.g., Teleconference. xxx-xx-xxxx, Code: xxxxxx
Leader	Jiovany Reyes
Facilitator	Nicholas Burns
Scribe	The scribe records the activity of the meeting as accurately and efficiently as possible.
Other Information	Possible tools to use, deliverables to create.

P: Enter an X in this column, if the individual is present. **Name:** Enter the name of the participant

Miss So Far: Enter the number of online/face-to-face sessions the individual has missed since the beginning of the project

Attendees	P	Missed So Far	Name	P	Missed So Far	Name	P	Missed So Far	Name
	X		Nicholas Burns	X	1/3	Jiovany Reyes		0	
	X		Michael Galicia	X	1/3	Ethan Tinsley		0	

Agenda & Minutes Discussions				
#	Duration	Discussion Item	Discussion Result	Responsible
1.	5 min.	Review and update agenda		Facilitator
2.	2 min.	Review previous action items	On track, using new GUI tool	Facilitator
3.	5 min.	Deliverables	Decided on supporting documents we will create	
4.	10 min.	Work Division for week	Each member will create one deliverable/workflow diagram	
5.	2 min.	Review this meeting's action items		Scribe
6.	1 min.	Next meeting date and time	No set meeting time, we will text update through the week	All
7.	2 min.	Meeting evaluation		All
8.	-	Adjourn		Facilitator

Decisions Reached

Decision	Date
Schedule progress meeting for 3/9/2021	

Action Items

AI #	Description	Assigned to	Due Date	Status
001	Deliverable and Diagram Creation	Everyone	03/9/2021	Ongoing
002				