

DRAFT

Agenda and Minutes-MeetingName YYYY-MM-DD

Version: Refer to the version in the file name

Agenda and Minutes-Meeting 2 2021-02-23

Version: Refer to the version in the file name

Meeting Purpose	Project start
Meeting Objective	Figure out what we need to start
Date/Time	Thursday February 16th, 2021 10:00 a.m. – 10:30a.m..
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	

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
		1/2	Nicholas Burns	X	0	Jiovany Reyes		0	
	X	1/2	Michael Galicia	X	0	Ethan Tinsley		0	

Agenda & Minutes Discussions				
#	Duration	Discussion Item	Discussion Result	Responsible
1.	5 min.	Review and update agenda		Facilitator
2.	5 min.	Review previous action items		Facilitator
3.	10 min.	Discussion	Figure out what we should start working on first	All
4.	5 min.	Roles	Everyone should write an introduction and describe their skills	All
5.	3 min.	Review this meeting's action items		Scribe
6.	1 min.	Next meeting date and time	Monday, March 1th 10a.m.	All
7.	1 min.	Meeting evaluation		All
8.	-	Adjourn		Facilitator

Decisions Reached

Decision	Date
Describe our skills	2/16/21
Keep in touch on discord	2/16/21

Action Items

AI #	Description	Assigned to	Due Date	Status
001	Project overview	Everyone	3/11/21	
002	Discord and Intros	Everyone	3/11/21	