

DRAFT

Agenda and Minutes-MeetingName YYYY-MM-DD

Version: Refer to the version in the file name

Agenda and Minutes-Meeting 4 2021-03-04

Version: Refer to the version in the file name

Meeting Purpose	Progress
Meeting Objective	See where we are
Date/Time	Thursday March 4th, 2021 10:00 a.m. – 10:20a.m..
Location & Contact Info.	Discord
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
	X	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.	2 min.	Review and update agenda		Facilitator
2.	3 min.	Review previous action items		Facilitator
3.	5min.	Discussion	Show our rough drafts	All
4.	5 min.	Concerns or changes	Everything is fine	All
5.	3 min.	Review this meeting's action items		Scribe
6.	1 min.	Next meeting date and time	TBD	All
7.	1 min.	Meeting evaluation		All
8.	-	Adjourn		Facilitator

Decisions Reached

Decision	Date
Finish our deliverables	3/04/21
Post on discord when finished	3/04/21

Action Items

AI #	Description	Assigned to	Due Date	Status
001	Diagram previews	Everyone	3/04/21	
002				