

DRAFT

Agenda and Minutes-MeetingName YYYY-MM-DD

Version: Refer to the version in the file name

Agenda and Minutes-Meeting 1 2021-02-09

Version: Refer to the version in the file name

Meeting Purpose	Intros
Meeting Objective	First meeting
Date/Time	Thursday March 4th, 2021 10:00 a.m. – 10:15a.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
	X	0	Nicholas Burns	X	0	Jiovany Reyes		0	
		0/1	Michael Galicia	X	0	Ethan Tinsley		0	

Agenda & Minutes Discussions				
#	Duration	Discussion Item	Discussion Result	Responsible
1.	1 min.	Review and update agenda		Facilitator
2.	1 min.	Review previous action items		Facilitator
3.	10min.	Introductions	All introduced	All
4.				All
5.	1 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

Action Items

AI #	Description	Assigned to	Due Date	Status
001	Introductions	Everyone	2/9/21	
002				