**ERE & EL Meeting Minutes**

**Date:** September 22, 2016

**Time:** 4:45

**Location:** Room 3154

**Purpose:** Planning for debrief on Friday, September 23

### Attendees/Invitees

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Present** | **Contact** | **Capacity** |
| Kevin | **✓** | [khartwig8282@conestogac.on.ca](mailto:khartwig8282@conestogac.on.ca) |  |
| Ovi | **✓** | [oofrim1347@conestogac.on.ca](mailto:oofrim1347@conestogac.on.ca) |  |
| James | **✓** | [jsonnenberg6500c@conestogac.on.ca](mailto:jsonnenberg6500c@conestogac.on.ca) |  |
|  |  |  |  |
|  |  |  |  |

**Agenda**

1. Confirm deliverables
2. Answer individual questions re: assigned deliverables

**Discussion**

1. We will meet at 10:30 am tomorrow to go over
   1. each member’s completed tasks
   2. questions re: Linux box that we can ask Peter

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date and time Due** |
| --- | --- | --- | --- | --- |
|  | N/A |  |  |  |

**Follow Up Meeting** will be held on the 23nd of September, 2016