Meeting Minute Template

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| **Meeting Title** | Stand up meeting |
| **Date & Time** | 7:30-7:45 |
| **Location**  **(in-person/online)** | Library |
| **Attendee (participant)** | 1. Senrin 2. Radit 3. Cha 4. Channy |
| **Agenda:** | * Plan to do Project |
| **Action Items** |  |
| **Tips** | * Before the meeting:   + Share tasks among team members as     - Radit (leader) :Task management     - Senrin :git management     - Cha : code quality     - Channy:(Notetaker) * During the meeting: * Share about idea * Discude about relation daigram * After the meeting: * Read the document again * Send diagram to teacher |
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