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| **[Client name] and Clemson University Capstone Team** | | **Date:** August 30th, 2019  **Time:** 10:00 to 11:00 AM  **Location:** *Here add link to Zoom meeting* | | |
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| **Type of meeting**: | First meeting; discuss requirements and project expectations | **Note taker**: | John Smith | |
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| **Invitees**: | *Here list all people who will be participating in the meeting, This includes all participants from the client, all team members, your 4910/4911 instructors who confirmed they will be attending.* | | | |
| **Please read**: | *Here include anything the meeting participants should read before the meeting. For example, a document with open questions you would like to discuss; a draft report you prepared; a link to a prototype you want the sponsor to look at before the meeting* | | | |
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| **Agenda** | | | | |
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| Introductions and Agenda Overview | | *Here add name of team leader who will do the introductions and read the agenda* | | 10 min. |
| Project management questions | | All | | 10 min. |
| Technical questions | | All | | 20 min. |
| Next Meeting (*always include time at the end to schedule the next meeting)* | | All | | 5 min. |
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| **Additional Information** | | | | |
| *Here include any additional information, e.g. directions to Campus, call in numbers for Zoom meeting, etc.* | | | | |
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