| CS 346: Meeting Minutes | |
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| Date: Team: | |
| | |
| Present: | |
| Absent: | |
| | _ |
| Agenda | |
| What do we wish to discuss? | |
| Notes | |
| Comments, ideas, details. | |
| Decisions | |
| What was the outcome of the discussion? | |
| Actions | |
| What needs to be done? | |
| Identify specific actions that need to be performed. | |

Assign these to team members as tasks (with deadlines).