

Project Meeting Record

Team softeng16

Meeting number:	one
Type of meeting:	Getting to know eachother
Date:	2/5/14
Start time:	5
Duration:	30 minutes
Participant Roles	
Facilitator:	Nick
Recorder:	Kayla
Timekeeper:	Joey
Monitor:	Dai
Participator:	Ben Zepp
Role:	
Subject/Meeting Objective:	Create team logo, team name, list for application preferences

Meeting Agenda:	1. (5 min) Warm-up – Select participant roles, review meeting objective and agenda 2. (10 min) come up with team name 3. (10 min) come up with team logo 4. (5 min) put together list for application preferences 5. (min) 6. (min) Rate and discuss meeting productivity; Set date, time, location, objective, and agenda for next meeting
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Member Status:	Name 1:	
	Name 2:	
	Name 3:	
	Name 4:	

Action Items:	Name 1:	
	Name 2:	
	Name 3:	
	Name 4:	
	Name 5:	

Attachments:	<input type="checkbox"/> Summary of Covered Topics <input type="checkbox"/> Summary of Next Steps
	<input type="checkbox"/> Summary of Decisions <input type="checkbox"/> Items for Future Consideration
	<input type="checkbox"/> Summary of Conclusions <input type="checkbox"/> Other: _____

Meeting's Overall Score:	Unproductive 1 2 3 4 5 6 7 8 9 10 Productive
Comments:	

Next Meeting:	Date: <u>2/10/14</u> Time: <u>5pm</u> Location: young hall _____ Subject/Meeting Objective: create team name and logo
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Meeting Notes:

We got to know each other better and decided on locomotion software as a team name and created our logo to look like a train