

Project Meeting Record

Team softeng16

Meeting number:	2
Type of meeting:	Client Meeting
Date:	2/10
Start time:	3:00 pm
Duration:	45 Minutes
Participant Roles	
Facilitator:	Nick Seamans
Recorder:	Kayla Evans
Timekeeper:	Dai Kim
Monitor:	Joey Robbins
Participator:	Ben Zepp
Role:	
Subject/Meeting Objective:	Establish contact with client and overview of the project

Meeting Agenda:	1. (5 min) Warm-up – Select participant roles, review meeting objective and agenda 2. (25 min) Speak with client on Project specifications / go over planning document 3. (15 min) Ask further questions on software project 4. (2 min) Formal goodbye to the Client 5. (2 min) Group organizes documents and assigns certain responsibilities 6. (5 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 <u>9</u> 10 Productive
Comments:	N/A

Next Meeting:	Date: 2/19/2014 Time: 5:00 pm / 17:00 Location: Young Hall Common Area Subject/Meeting Objective: Finish Project Planning Document
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Meeting Notes: