

Project Meeting Record

Team softeng16

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| Meeting number: | Three |
| Type of meeting: | Project Planning |
| Date: | 2/19/20/14 |
| Start time: | 5pm |
| Duration: | 1 hour |
| Participant Roles | |
| Facilitator: | Nick |
| Recorder: | Kayla |
| Timekeeper: | Dai |
| Monitor: | Ben |
| Participator: | Joey |
| Role: | |
| Subject/Meeting Objective: | Plan out what needs to be done and by when |

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| Meeting Agenda: | 1. (5 min) Warm-up – Select participant roles, review meeting objective and agenda 2. (20 min) Planning out the whole semesters due dates and who will be in charge of what 3. (30 min) Filling out the project planning document 4. (15 min) Finalizing the document and making sure it is up to groups standards 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: _____ |
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| Action Items: | Name 1: _____ Name 2: _____ Name 3: _____ Name 4: _____ Name 5: _____ |
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| 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: Project Planning Doc |
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| Meeting's Overall Score: | Unproductive 1 2 3 4 5 6 7 8 9 10 Productive |
| Comments: | |

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| Next Meeting: | Date: <u>2/26/14</u> Time: <u>5pm</u> Location: <u>Young Hall</u> Subject/Meeting Objective: Discuss and agree on project planning objectives and due dates |
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| <i>Meeting Notes:</i> | Still need to work on small details that will come up as the project goes on. |
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