

Project Meeting Record

Team Softeng16

Meeting number:	four
Type of meeting:	Preparation for 6 week update presentation
Date:	2/26/14
Start time:	5pm
Duration:	
Participant Roles	
Facilitator:	Nick
Recorder:	Kayla
Timekeeper:	Dai
Monitor:	Joey
Participator:	
Role:	
Subject/Meeting Objective:	Decide how and who will present the 6 week update

Meeting Agenda:	1. (5 min) Warm-up – Select participant roles, review meeting objective and agenda 2. (10 min) Decide who will be presenting and what they will say 3. (35 min) finalize all presentation 4. (min) 5. (min) 6. (10 min) Rate and discuss meeting productivity; Set date, time, location, objective, and agenda for <div style="text-align: center;">next meeting</div>
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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>3/5/14</u> Time: <u>5pm</u> Location: <u>Young Hall</u>
	Subject/Meeting Objective: To prepare for presenting 6 week update

Meeting Notes:

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