# Project Meeting Record
# Team __softeng16__

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| *Meeting number:* | Five |
| *Type of meeting:* | Learning from past mistakes and working on |
| *Date:* | 3/19/14 |
| *Start time:* | 5pm |
| *Duration:* | 1.5 hours |
| *Participant Roles* | |
| *Facilitator:* | Kayla |
| *Recorder:* | Joey |
| *Timekeeper:* | Dai |
| *Monitor:* | Ben |
| *Participator:* | Nick |
| *Role:* _____ | |
| *Subject/Meeting Objective:* | Fix issues from project planning and assign jobs to each group member |

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| *Meeting Agenda:* | 1. (   10 min)  Warm-up – Select participant roles, review meeting objective and agenda |
| | 2. (   20  min)  discussed what we needed to work on based on how project planning went |
| | 3. (   20  min)   discussed what we will be doing for requirements |
| | 4. (   30  min)  assigned sections of the requirements documents to each group member |
| | 5. (     min) |
| | 6. (   10  min)  Rate and discuss meeting productivity; Set date, time, location, objective, 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:** | |

| *Attachments:* | ❑ Summary of Covered Topics | ❑ Summary of Next Steps |
|---|---|---|
| | ❑ Summary of Decisions | ❑ Items for Future Consideration |
| | ❑ Summary of Conclusions | ❑ Other: _____ |

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

| *Next Meeting:* | |
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| | Date: _3/26/14_____   Time: ___5pm_____   Location: _young hall room 213_____ |
| | Subject/Meeting Objective: set basis for requirements phase |

| Meeting Notes: | We want to improve on our group work and keep everyone better informed. |
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