Project Meeting Record Team __softeng16__

Type of meeting: Date: 3/19/14	Ĭ	Meeting number:	Five	
Start time: 5pm 1.5 hours 1.5 hours			Learning from past mistakes and working on	
Participant Roles Facilitator: Recorder: Subject/Meeting Objective: Meeting Agenda: 1. (10 min) Warm-up - Select participant roles, review meeting objective and agenda 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 Member Name 1: Status: Name 2: Name 3: Name 4: Name 5: Attachments: Summary of Covered Topics		Date:	3/19/14	
Participant Roles Facilitators Recorder: Joey Dai Ben Wick Fix issues from project planning and assign jobs to each group member Fix issues from project planning and assign jobs to each group member Fix issues from project planning and assign jobs to each group member Fix issues from project planning and assign jobs to each group member Recting 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 Name 1: Status: Name 2: Name 3: Name 4: Name 5: Summary of Covered Topics Items for Future Consideration Other: Unproductive 1 2 3 4 5 6 7 8 9 10 Productive Comments: Unproductive 1 2 3 4 5 6 7 8 9 10 Productive Comments:			1	
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Subject/Meeting Objective: set basis for requirements phase		~		

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