

Project Meeting Record

Team __softeng16__

Meeting number:	six
Type of meeting:	Finalize requirements document
Date:	3/26/2014
Start time:	4:30pm
Duration:	1.5 hours
Participant Roles	
Facilitator:	Kayla
Recorder:	Joey
Timekeeper:	Dai
Monitor:	Nick
Participator:	Ben
Role:	
Subject/Meeting Objective:	Put together and complete all sections of requirements document

Meeting Agenda:	1. (20 min) Warm-up – Select participant roles, review meeting objective and agenda 2. (50 min) going over each group members assigned section 3. (10 min) make sure everyone is on the same page 4. (min) 5. (min) 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 9 10 Productive
Comments:	

Next Meeting:	Date: <u>4/2/2014</u> Time: <u>5pm</u> Location: <u>Young Hall</u>
	Subject/Meeting Objective: finalize requirements document

Meeting Notes:

This meeting helped us get all on the same page, we worked on more details of the document, and encouraged each other to become better group members.