Project Meeting Record
Team ___softeng 16_____

Meeting number:	8
Type of meeting:	Work on UI again before coding
Date:	4/7/14
Start time:	7:30pm
Duration:	1.5 hours
Participant Roles	
Facilitator:	Ben Z.
Recorder:	Kayla E.
Timekeeper:	Joey R.
Monitor:	Dai K.
Participator:	
Role: _____	
Subject/Meeting Objective:	Complete the look and begin coding app

Meeting Agenda:	1. (5 min) Warm-up – Select participant roles, review meeting objective and agenda
	2. (60 min) Discuss and finalize look for app
	3. (20 min) Discuss ideas for coding
	4. (min)
	5. (min)
	6. (5 min) Rate and discuss meeting productivity; Set date, time, location, objective, and agenda for next meeting

Member Status:	Name 1:	
	Name 2:	
	Name 3:	
	Name 4:	

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
Comments:	

Next Meeting:	Date: ___4/9/15_____ Time: ___5pm_____ Location: ____Young hall_____
	Subject/Meeting Objective: finish half of coding

Meeting Notes: