**CCSC355 Software Engineering II (Sec. 811)**

**Meeting Minutes**

**Meeting Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Modality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **Team Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Discussed Items** (Please list the discussed items during the meeting.)

**Fill in the following table** to describe **each team member’s work** performed for the **past two weeks**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Team Member****Name** | **Work****Assigned** | **Timely****Completion (Y/N)** | **Level of Interaction (H/M/L)** | **Comments** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**Name of Team Member** **Signature** **Name of Team Member** **Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_