**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**.

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

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