

MEETING MINUTES (Draft provided by Hasan | Revision by Keming He | Own by The Ohio State University)

Project Name:	Icebreaker Meeting for Team M (Hitchcock After-class)		
Date and Time: (MM/DD/YY HH:MM)	10/29/18 18:30	Location:	Scott Hall
Meeting Facilitated by:	Keming He	Documented by:	Keming He
1. Meeting Objective			
Previous Meeting Date:	N/A		
Previous Meeting Objective:	N/A		
Current Meeting Objective:	For members to share personal interest, past team-working experience, and get to know each other.		
2. Attendance at Meeting			
Name and OSU Email	Phone	Previous Responsibilities	Completion Status
Keming he.1537@osu.edu	(614)558-6658	Document Meetings	N/A
Tristan langley.67@osu.edu	N/A	N/A	N/A
Kayla huff.879	N/A	N/A	N/A
Nathan weltle.2	N/A	N/A	N/A
3. Agenda and Notes, Decisions, Issues			
Topic	Owner	Time Needed	
What worked for teamwork: Planning things and finishing things as a team, meet regularly, distribute work fairly, video chat	N/A	N/A	
Member's engineering project experience/coding experience: Keming – Matlab, JAVA, 2D adventure game design; Nathan – Matlab, C++; Kayla – Matlab, HTML; Tristan – Matlab	N/A	N/A	
Sports and Interest: Keming – Biking; Kayla & Nathan – Swimming; Tristan – ?	N/A	N/A	
4. Work Distribution			
New Responsibilities	Owner	Due Date	
Document each team meeting	Keming He	After meeting	
5. Next Meeting Schedule			
Date and Time: (MM/DD/YY HH:MM)	N/A	Location:	N/A
Future Objectives:	SDP Day 1 Objective		