**Database Design, CSCI 340, Spring 2016**

**Meeting Minute template**

Purpose of meeting:

Date/time: Location:

Recorder:

Attendees:

*Include everyone who is there at the beginning of the meeting. If someone arrives late, make a note of this at the appropriate spot in the minutes. Similarly make a note if someone leaves early.*

*The minutes/notes belong here. Minutes do not need to be highly detailed but all decisions and the rational for that decision should be recorded.*

End time:

Date, time, location and purpose of next meeting if another meeting is planned.