

# EE486 Meeting Minutes

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## Recap and Plan

### General Information

- *Due Date:* February 6, 13, 27, March 12, 26, April 9. Pick one per person for grading.
- *Grading:* Grading will be done at an individual level (see the Rubric).
- *Points:* 100

Meeting minutes are a common way to help remind everyone who attends a meeting what was discussed last time and what was planned for this time. A good set of minutes will outline not just the topics that were discussed last time, but also what discussion, conclusions, or updates were made on those topics. If something was assigned to be done, they should also say who was assigned responsibility of this task. This is a “what did we talk about last time, and what do we plan for next time.”

### The Assignment

In memo format, prepare minutes for the next meeting. Your team should decide (and note in the minutes) who is responsible for the minutes this week and next. Your professor or GTAs will review your minutes “this week” to see that you recorded discussion from last week and outlined a plan for this week (see the rubric). Everyone needs a turn, though the order is up to you and your group.

### Deliverables

- Bring a copy, electronic or paper, to your meeting with your professor or GTAs during the class “team meeting” dates (listed above).
- What happened last time must be included.
- What was planned for this time must be included.
- Attendance of the last meeting must be reflected.

*Academic Track Groups:* This assignment will be the same for your group, though the milestones may be a little different.