Group Meeting Agenda

Group Name

January 13, 1996

1 General Information

Title of Meeting: First Full Group Meeting

Meeting Called By: Dr. Cheng

Date, Time, and Place:

Type of Meeting: Organizational and Role Assignments

Invited Participants:

2 Desired Outcomes

1. Role Assignments
2. Questions regarding system requirements for customer

3 Agenda

1. Discuss role preferences, team member strengths and weaknesses
2. Assign roles
3. Recorder collect questions from group members and refine as necessary
4. Identify critical and difficult parts of project