EE CprE SE 491 - <TeamName (eg., MAY15-28)>
MicroCART Senior Design Team

Meeting Minutes - Week <WeekNumber>

<Date of Meeting>

Attendance:

Team Members: (All Present)	Advisors:
<List all attending group members>	<List attending advisors>
...	...

Agenda Items and Discussion

1) <Communications team should take notes during weekly meeting – main topics covered should be recorded here>
   • <Use indentation to go into further detail>
      a) ...
2) <Continue for each topic covered in meeting>
   ...

Deliverables for next week

<GroupMember1>
   • <List Expected Contributions to be finished by the next group meeting>
   • ...

<GroupMember2>

...

Continue for each Member