|  |  |
| --- | --- |
| ABEX – Subsystem Team Name | Date: XX/XX/XXXXTime: X:XX PM CSTLocation: Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting called by: |  | Type of meeting: |  |
| Facilitator: |  | Note taker: |  |
| Timekeeper: |  |  |  |

|  |  |
| --- | --- |
| Attendees: | * XXX, XXX, XXX |
| New Due: | * XXX |
| Previous Due: | * XXX |

# Minutes

*\*meeting start time: XXX*

**Housekeeping**

* XXX

**Updated Work Tasks**

* XXX

**Weekly Assignments**

* XXX

**Next Meeting**

* **XXX**

# 

*\*meeting end time: XXX*