WEEKLY MEETING AGENDA

# Topic:

**Attendees: Jessie, Brittney, Noah, Wesley, Randall**

**Please bring:** Schedules, phones and laptops

|  |  |  |
| --- | --- | --- |
| Metting 1:Monday, October 12 2:30pm-3:00pm | Meet with Dr. Trevas to plan this week’s objectives and presentation | Zoom |
| Meeting 2: Wednesday, October 143:15pm-4:00pm | **Review comments from presentation.** | Microsoft Teams |
| Meeting 3: Friday, October 16 2:00pm-3:00pm | Discuss preliminary report and roles | Microsoft Teams |

MEETING MINUTES

# Meeting 1 Topic:

## Date: Monday, October 12

## Time: 2:30pm- 3:00pm

**Location: Zoom**

**Minutes recorded by Randall \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_Jessie, Noah, Brittney, Wesley, Randall \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 5:30pm to 7pm | **Presentation for Capstone**   * Discussion led by each group * Team attended each presentation |

**Table 2. Tasks Assigned.**

|  |  |  |
| --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** |
| Review comments., | All team members | 10/14/20 |

**Next formal meeting: 10/14/2020,Teams, at 3:15pm.**

# Meeting 2 Topic:

## Date: Wednesday, September 29, 2019

## Time: 3:15pm- 4:00pm

**Location: Teams**

**Minutes recorded by Randall \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_All Group Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 3:15pm-3:30pm | **Review comments from Presentation**   * Discussion led by everyone * Team discussed reviews from client and instructor |
| 3:30pm to 3:45 pm | Discuss future work  * Discussion led by everyone * Making sure each teammate is aware of roles. |
| 3:45pm to end | Plan for next meeting  * Aim for Friday at same time. |

**Table 2. Tasks Assigned.**

|  |  |  |
| --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** |
| Look over preliminary report and analyses | All team members | 10/16/20 |

**Next formal meeting: 10/16/19, Teams, at 2:00pm.**

# Meeting 3 Topic:

## Date: Friday, October 16, 2020

## Time: 2:00pm- 3:00pm

**Location: Teams**

**Minutes recorded by Randall \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_All Group Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:00pm-2:15pm | **Look over preliminary report**   * Discussion led by everyone. * Team discussed key objectives |
| 2:15pm to 2:45 pm | Discuss roles and assigned tasks  * Discussion about key points from report and assign teammates a desired role * Discussed any questions about roles. |
| 2:45pm to end | Plan for next meeting  * Plan to meet on Sunday to work on report. |

**Table 2. Tasks Assigned.**

|  |  |  |
| --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** |
| Each member is aware of their assigned task and have it done by the due date. | All team members | 10/18/20 |

**Next formal meeting: 10/18/19, Teams, at 2:30pm.**

## Time: 2:00pm- 5:00pm

**Location: Teams**

**Minutes recorded by Randall \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Jessie \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_All Group Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:00pm-end | **Work on preliminary report**   * Discussion led by everyone. * Team brought together their assigned portions. |

**Table 2. Tasks Assigned.**

|  |  |  |
| --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** |
| Prepare for next weeks objectives or questions. | All team members | 10/19/20 |

**Next formal meeting: 10/19/19, Zoom, at 2:30pm.**