

The Data Extractors meeting on Friday 1/28/2022

- Meeting began approximately 4:45pm
- Had introductions to the team composed of David Garcia, Mason Lanham, Chris Mendoza, Austin Merideth, and Luis Carrillo.
- Brain stormed about a team name, Motto, Mascot. Settled on the team name “The Extractors”. Had ideas for a motto and mascot but haven't settled on anything yet.
- Tossed around ideas about team vision.
- Talked about team goals.
- We then set ground rules for meetings. We will meet every Thursday at 6pm in the Student Success Building Lounge. We will also meet on Tuesdays at 6pm in the same location as needed. We will decide by Sunday midnight if a Tuesday meeting is necessary.
- We then assigned meeting roles which include, Mason as the meeting coordinator, David as the meeting Scribe, Luis as the meeting time keeper, and Austin as the facilitator.
- We also assigned general project roles which are a bit more fluid and are as follows:
 - Project Manager - Mason
 - Editor and Production Manager - Mason, David
 - Research Manager - David, Luis, Chris
 - Repository Manager - Chris, Austin
 - Graphic and Presentation - Austin, Luis
 - Communication Administrator - Austin, Mason
- Meeting was adjourned at 6:15pm

The Data Extractors meeting on Friday 2/1/2022

- Meeting began about 6:15pm
- Went over goals, which included designing a bi-weekly progress reports to document how our program is going.
- Finalized our team mission that was started last meeting.
- Determined our vision for the project.
- Finalized team name, motto, and mascot.
- Meeting adjourned at approximately 7: