**Team Meeting**

**Week # 1**

**Date: 3/22/24**

**Time: 4:00**

**Location: Virtual**

| **Meeting called by:** | **Carlton** | **Type of meeting:** | Virtual |
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| **Facilitator: Tatiana** |  | **Note taker: Fernando** |  |
| **Timekeeper: Jacob** |  |  |  |

| **Attendees: Carlton**  **Tatiana**  **Jacob**  **Fernando** |  |
| --- | --- |
| **Please read:** |  |
| **Please bring:** |  |

# Minutes

| **Week #1- Agenda item:** | Figure out what we’re doing | **Presenter:** | Carlton |
| --- | --- | --- | --- |

## Date: 3/22/2024

## Discussion:

* We need to get a better grasp on what we’re doing
* For now we will focus on reading the material
* We will re-meet this Sunday to synthesize our notes and work on our presentation

## Conclusions:

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| * Read the assigned case study | All members | 3/24 |
| * Take notes on the assigned case study | All members | 3/24 |
| * Email Professor for further understanding | Carlton | 3/22 |

# Other Information

## Resources:

# Enter resources here.

## Special notes:

# Enter any special notes here