Minutes of the Weekly Meeting

Date: 2023-11-06 17:30

Meeting Duration: 1 hour

Attendees: [Mike, Jessica, Bryan, Jocelyn, Linda, Christian]

Agenda:

* - [Schedule of Weekly Meeting]
* - [Topics attribution]
* - [Database presentation]
* - [Student report presentation]
* - [Structure of Google Drive]

Action Items:

* - [Change Weekly Meeting to Mondays 12:00 to 13:00 MST (Christian)]
* - [Jocelyn to take remaining Topics and help Jessica with Software (Jocelyn and Jessica)]
* - [Student to drop their report and stuff in the appropriate folders (All)]
* - [Setup a 1-on-1 with Jocelyn Monday 12:00 (Christian)]
* - [Send minutes meeting (Christian)]