

## **Meeting Minutes**

Members Present (6 of 6):

- Katie
- Logan
- Samuel
- Max
- Ethan
- Dylan

Monday, January 16<sup>th</sup> from 5:00 to 6:00pm

- The team commenced work on the project plan.
- Sam booked the room LIB 230 from 2:00 to 4:00 pm tomorrow for our conference call with our contact at the Strait Area Chamber of Commerce.
- Since the project plan is divided into 7 distinct sections (Introduction, Project Organization, ...) the plan is to assign an individual section to each member, with each member working collaboratively on the Introduction.
- Planning on meeting with our contact in person on either Friday or Monday, depending on her availability.