

Meeting Minutes

Members Present (6 of 6):

- Katie
- Logan
- Max
- Ethan
- Sam
- Dylan

Friday, January 22nd from 1:00 – 2:00 pm

- Each meeting from now will have a meeting agenda, which will be shared to the group prior to the meeting to allow each member to address anything they wish to bring up during the meeting. The hope for this is to better organize our current meeting format.
- Reviewed each member's contribution to the project plan document.
- Made necessary changes and additions to the document.
- Each member will have their section of the project plan complete tomorrow, and the project plan will be finalized and passed in tomorrow.
- Will have an additional meeting tomorrow, Tuesday, January 23rd, at 5:15 pm in SCHW 252.
- Want to establish a group due date before due date of a deliverable, where each group member has to complete their portion of the work. This gives time to review all of the work done and to make adaptations, or complete revisions if necessary.