**Meeting Minutes**

Members Present (6 of 6):

* Katie
* Logan
* Samuel
* Max
* Ethan
* Dylan

Monday, January 16th 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.