Meeting Data Capstone Project

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| Location: | ARC Atrium building |
| Date: | 09/19/2022 |
| Time: | 9/19/2022 |
| Attendees: | Pablo, Rene, Sydney, Adrian, Richard, Christian |

# Agenda items

1. Knowing the teammates.
2. Define roles.
3. Set up time for weekly meetings.
4. Communication channel.

| Id | Topic | Name | Action | Responsible  Name | Criteria for success | Deadline | Progress-Status |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1-19/19/22 | Writing Questions | All team member | Write questions about the necessities of the project. | All Team-Members |  | 21/09/2022 | In progress. |
| 2-19/19/22 | Email contact | Christian | Send Email to the contact information. | Christian, Rene | Email Sent | 19/09/2022 | In progress. |
| 3-19/19/22 | Linked In | Rene | Review Linked In information and make a Research about profile of contacts. | A All Team-Members | Read profiles. | 19/09/2022 | In progress. |

# Next Meeting:

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| Location: | IST Upper-level middle section. |
| Date: | 09/19/2022 |
| Time: | 2:00 PM – 3:PM |
| Attendees: | Pablo, Rene, Sydney, Adrian, Richard, Christian |