Meeting Minutes

Your team may meet multiple times throughout the week. All the meeting dates (add or remove dates as needed from the list) and activities discussed throughout the week are captured in the table provided. The minutes should include discussions about the project revisions provided by the client.

Team Number: Team #2 Team Name: Team #2

Team Member Names: Bin Yang, James Arand, Romnick Zinampan

Meeting 1 Date: 1/17/2024 Meeting 2 Date: Click or tap to enter a date.

Meeting 3 Date: Click or tap to enter a date. Meeting 4 Date: Click or tap to enter a date.

## Team Meetings and Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities Discussed** | **Action Items**  (what tasks are assigned to specific group members to complete for next week) | **Present**  **(list initials)** | **Duration**  **(nearest .25 hr)** |
| Finishing Team Charter | Team Charter | RZ, BY, JA | .25 hr |
| Assigning items to team member to complete | Client Letter,  IP Contract,  Project Charter,  Project Plan  Web Search and Rationale Report,  Draft PowerPoint Slides | RZ, BY, JA | 2 hr |
| Discussing project idea and details | Project charter | RZ, BY, JA | .25 hr |
|  |  |  |  |
|  |  |  |  |

## Agenda For Next Meeting

Use the structure provided to create your agenda for next week. The number of items and order of topics can be to suit your team's meeting.

1. Next meeting time: Jan 24, Wed at 1:00pm
2. Review the previous meeting minute topics
3. Finalizing all documents for Inception Phase.
4. Reviewing feedback from the mentor and client.
   * Features, tech stacks, etc.
5. Next Steps (action items)
6. Review New action items
7. Schedule the next meeting