**Date & Time: 8/29/2019 1:30 PM - 2:45 PM**

**Team Meeting for: (Sparky’s Finest #16)**

**Prepared by: (JW)**

**Client’s Name: (TBA)**

**Team members in attendance:**

**1. Jisung Woo 4. Yannan Zhu**

**2. John Beguhl 5. Zuhair Rauf**

**3. Kevin Yang 6.**

**Meeting Objective:** Get the project off to an effective start by introducing all team members, reviewing team goals, and discussing plans.

**Agenda:**

* Introductions of attendees
* Review of project background
* Review of project-related documents (i.e. project charter/code of ethics)
* Discussion of team member roles
* Gather contact information
* Download Group me
* List of action items from meeting

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| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Team assigned and meeting | Everyone | 8/29/2019 |
| Do Introduction | Everyone | 9/8/2019 |
| Finalize the team name | Everyone | 9/8/2019 |
| Project Background Idea discussion (over text) | Everyone | 9/8/2019 |

**Time meeting ended: 2:47 PM**

**Date and time of next meeting: 9/10/2019**