**Date & Time: 9/10/2019 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. (Chair) - Jisung Woo 4. Zuhair Rauf**

**2. John Beguhl 5.**

**3. Kevin Yang 6.**

**Team members absent:**

1. **Yannan Zhu**

**Meeting Objective:** Have a brief discussion on what the team should improve and finish on Milestone 1.

**Agenda:**

* Discuss whether we should meet in person or use calling/texting app to have our next meeting
* Review progress and discuss on what to improve
* Set date to when to finish the works that is in progress
* Assigned someone to work on Team Membership Agreement

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| --- | --- | --- |
| **Action Item** | **Assigned To** | **Due Date** |
| Team Meeting | Everyone | 9/10/2019 |
| Create other documents | Jisung | 9/10/2019 |
| Title Page | Jisung | 9/10/2019 |
| Find Title Page logo | Jisung | 9/10/2019 |
| Work on Meeting Agenda | Jisung | 9/12/2019 |
| Upload Professional Photo | Everyone | 9/11/2019 |
| Work on Resume section | Everyone | 9/11/2019 |
| Work on Resource Histogram | Everyone | 9/11/2019 |
| Work on Individual Journal Entries | Everyone | 9/15/2019 |
| Team Membership Agreement | John | 9/12/2019 |
| Sign Team Membership Agreement | Everyone | 9/12/2019 |
| Sign When2meet.com | Everyone | 9/13/2019 |
| Finalize both Meeting Agenda | Jisung | 9/14/2019 |
| Double check the rubric to see if we met every requirements | Jisung | 9/15/2019 |
| Finalize editing | Everyone | 9/15/2019 |
| Write initials on the pages created/worked on | Everyone | 9/15/2019 |
| Submit Milestone 1 | John Beguhl | 9/16/2019 |

**Time meeting ended: 1:30 PM**

**Date and time of next meeting: After Milestone 1 due date**

Jw jb