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| Team Meeting | Date 11/8Time 5:30Location Discord |

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| Meeting called by: | Michael So | Type of meeting: | Initial Meeting |
| Facilitator: | Julian | Note taker: | Michael |
| Timekeeper: | Minutes tracked on Discord |  |  |

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| --- | --- |
| Attendees: | Michael So, Julian H, Adriana C, Dennis T |
| Please read: | Assigned Case Study |
| Please bring: | Electronic device |

# 5 Minutes

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| --- | --- | --- | --- |
| Agenda item: | Organize future meetings/discuss problem | Presenter: Michael So |  |

#### Discussion:

* Team Introductions
* Availability
* Set up documents

#### Conclusions:

Team will meet once a week on either Monday/Tuesday.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Create google doc | Julian H | 11/15 |
| * Create google slide | Adriana C | 11/15 |
| * Enter action items here | Dennis T | 11/15 |

# Other Information

#### Observers:

Enter observers here.

#### Resources:

Enter resources here.

#### Special notes:

Enter any special notes here.