**Meeting Minutes & Action Items**

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| **Date & Time:** | Wednesday, September 30, 2020 at 10:10 AM EDT |
| **Location:** | Webex |
| **Team:** | I |
| **Attendance:** | All members present |
| **Meeting Purpose:** | Continue to discuss requirements for evaluation, connections with other sub-components, and APIs. |
| **Itemized Agenda:** | 1. Discuss context for evaluation module 2. Refine requirements for evaluation module 3. Meet with TA |
| **Minutes (i.e. Decisions):** | 1. Need to discuss context with other teams, will likely come later 2. Separate requirements into should/shouldn’t lists 3. Further refine requirements |
| **End Time:** | 11:03AM EDT |
| **Next Meeting:** | Friday, October 2, 2020 at 10:10AM EDT in Nooks (or Webex?) |

**Action Items:**

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| **ID #** | **Task Description** | **Assigned To** | **Due Date** |
| 1 | Meet on time on Friday | Everyone | Oct. 2 |
| 2 | Think individually about architectural divisions and APIs to use with other teams | Everyone | Oct. 2 |
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