

Team Meeting

04/23/2023

8:00 pm

Online Voice Call

Meeting called by:	Phillip Nissen	Type of meeting:	Progress discussion
Facilitator:	Loi Ngo Duc Nguyen	Note taker:	Loi Ngo Duc Nguyen
Timekeeper:	Loi Ngo Duc Nguyen		
Attendees:	Phillip Nissen, Joshua Okossi, Alexander Rodriguez		
Please read:	Presentation slides		
Please bring:	n/a		

Minutes

Agenda item:	Progress discussion	Presenter:	Phillip Nissen
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Discussion:

He has nearly completed the slides on the function of the product. He also discussed some possible features to make the product complete such as subscription. He also calls for a short in-person meeting next week.

Conclusions:

The slides on the function of the product should be finished soon.

Action items	Person responsible	Deadline
✓ Short in-person meeting	Everyone	04/25/2023

Agenda item:	Progress discussion	Presenter:	Joshua Okossi
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Discussion:

He has nearly finished the slides on the market research. He asks Loi Ngo Duc Nguyen to combine the work since Loi is also working on the market research.

Conclusions:

The slides on the market research should be completed soon.

Action items	Person responsible	Deadline
✓ Combine work on market research	Joshua Okossi and Loi Ngo Duc Nguyen	04/24/2023

Agenda item: Progress discussion

Presenter: Alexander Rodriguez

Discussion:

He has almost completed his work on the business plan for this product. He also suggested that each member should present with slides from another member, to help everyone having a complete understanding of the whole project.

Conclusions:

A discussion will be hold next week to determine the slides each person will present

Action items	Person responsible	Deadline
✓ Discussion on slides to present for each person	Everyone	04/25/2023

Other Information

Observers:

n/a

Resources:

n/a

Special notes:

n/a