# Team Meeting

Date | time 9/1/2022 9:30 AM| Location Teams online

|  |  |  |  |  |  |  |  |  |  |  |  |
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| |  |  | | --- | --- | | Meeting called by | Prof Julian Lebensold | | Type of meeting | Preparation for 1st deliverable/ getting to know teammates/ assigning tasks | | Facilitator | Lei Wang | | Note taker | Mark Benedict Muyot | | Timekeeper | Shayekh Tarafdar | | Attendees [Attendees]  Bing Bai  Lei Wang  Bermet Doolbekova  Ibrahim Ullah  Shayekh Tarafdar  Mark Benedict Muyot  Please read [Please read]  Deliverables and deadlines  Please bring [Please bring] |
|  |  |

## Agenda Items

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| --- | --- | --- |
| Topic | Presenter | Time allotted |

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| --- | --- | --- | --- |
|  | Getting to know team members | All | 30mins |
|  | Discussed project ideas and went through deliverables | All | 30mins |
|  | Discussed Potential clients | All | 1hr:00 |
|  | Break | none | 30 mins |
|  | Went through deliverable one and assigned the tasks | Mark | 30 mins |
|  | Finalized Team Journal | Shayekh | 30 mins |

## Other Information

Observers [Observers] N/A

Resources [Resources]

-PDF files from professor

Special notes [Special notes]

-Ibrahim created a Git repository

-Bing will create a Gantt Chart

-Bermet collected contact information