Attendance:

* No missing members

Goals/Accomplished Before Meeting

* Met with sponsors
* Need to decide on the project charter format
* Discuss materials sent over from the sponsor
* Need to choose a recurring time to meet virtually with sponsors

During Meeting

* Recurring Sponsor Meeting: Every two weeks beginning October 18th at 11:30 - 12:30 virtually. Program to be decided.
* Schedule need at some point for their sakes, needed for them to send us training materials probably by end of semester/winter
* Document chosen: Template 2 from class (Non-Acme one)
  + Members Assigned to Each Part:
    - Executive Summary/Stakeholders: Percy
    - Project Scope: Tanner
    - Success Measure: Tanya
    - Schedule: Kara
    - Key Roles and Responsibilities: Abbi
* Project Status Report Assigned Member: Michael, Hunter
  + Met with the sponsor
  + Roles of the team
    - Tanner, Percy willing to learn and work on perl
  + Working on the project charter
  + (split up by meetings)
  + Issues faced
  + Color coded and pretty
  + (Examples in the slides)
* We are going to be **Green Team** for now