**Attendance**

|  |  |  |
| --- | --- | --- |
| **Team Member Name** | **Present?** | **Medium** |
| Alexander Dinh | y | Discord |
| Qianhui Hub | y | Discord |
| Alfred Langen | y | Discord |
| Parisa Arbab | Y | Discord |
| Jackelyn Castaneda | y | Discord |

**Meeting Location**

Location: Online (Discord)

**Meeting Start**

Scheduled start: 5:30p

Actual start: 5:31p

Recorder: Alfred

**Agenda**

1. General Discussion on A3, A4

**Meeting End**

Scheduled end: N/A

Actual end: 6:04

**Post-Meeting Action Items**

|  |  |  |
| --- | --- | --- |
| **Action** | **Assigned To** | **Deadline** |
| 1. Last Interviews | Qianhui, Jackie, Parisa | 10/15 |
| 1. Add Data / Sticky Notes to Figjam Board | Everyone | 10/13 - 5:30p |
| 1. Update A3 working doc | Everyone | 10/15 |
| 1. Subject Information (of the participants your recruited) | Everyone | 10/14 |

**Decisions Made**

1. A3
   * Final Interviews scheduled (Friday, Saturday
   * Make sticky notes with interview data
2. Figjam board [here.](https://www.figma.com/file/Q3Mur0EIEe6640biYfF81p/HCI-440?type=whiteboard&node-id=0%3A1&t=KDytPcaViFslpMs7-1)
   * Add and analyze data / sticky notes during tomorrow’s meeting
3. A3 Final working doc [here](https://docs.google.com/document/d/1Hc5ip_w43xmuWFfpatkHZzG2iy7qlAZz/edit)

**Next Meeting**

Location: Discord

Scheduled date: 5:30pm – 10/13