**Attendance**

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

**Meeting Location**

Location: Online (Discord)

**Meeting Start**

Scheduled start: 5:30p

Actual start: 5:30p

Recorder: Alfred

**Agenda**

1. Figjam work
   * Creating sticky notes
   * Entering data/quotes
   * Organizing/grouping notes

**Meeting End**

Scheduled end: N/A

Actual end: 8p

**Post-Meeting Action Items**

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| 1. Finish creating sticky notes / grouping them | Everyone | 10/15 |
| 1. Draft potential themes / insight clusters | Everyone | 10/15 |
|  |  |  |
|  |  |  |

**Decisions Made**

1. Structure and coloring of Figjam board
2. What to do before the next meeting

**Next Meeting**

Location: Discord

Scheduled date: 3:30pm – 10/15