**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: 3:30p

Actual start: 3:30p

Recorder: Alfred

**Agenda**

1. Finish A3
   * Analyze data, develop insights, insight clusters, etc.
   * Finalize document for submission

**Meeting End**

Scheduled end: N/A

Actual end: 5:00p

**Post-Meeting Action Items**

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| 1. Finish requirements / concepts in A4 draft | Everyone | 10/16 |
| 1. Look over final A3 document for any errors | Everyone | 10/16 |
|  |  |  |
|  |  |  |

**Decisions Made**

1. A3 Final document looks ready for submission
2. Agreed on what is due before our next meeting

**Next Meeting**

Location: Zoom

Scheduled date: 10/16 (after class)