**Attendance**

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

**Meeting Location**

Location: Zoom

**Meeting Start**

Scheduled start: N/A

Actual start: 7:50p

Recorder: Alfred

**Agenda**

1. Go over A3 w/ Danyell
2. Map out work for A4 draft

**Meeting End**

Scheduled end: N/A

Actual end:

**Post-Meeting Action Items**

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| 1. Take another look at concepts & requirements | Everyone | 10/20 |
| 1. Make one persona (local) | Alfred | 10/20 |
| 1. Make one persona (tourist) | Parisa | 10/20 |
| 1. Journey Map | Jacki, Alex, Qianhui | 10/20 |

**Decisions Made**

1. Next meeting date/time
2. Have A4 draft ready by the next meeting

**Next Meeting**

Location: Discord

Scheduled date: 10/20 (noon)