**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: Noon

Actual start: Noon

Recorder: Alfred

**Agenda**

1. Work through A4 draft
   * Finish Journey Map
   * Combine/Add everyone’s work to master file

**Meeting End**

Scheduled end: 1p

Actual end:

**Post-Meeting Action Items**

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| 1. Submit Draft |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Decisions Made**

1. Have everything ready in draft for submission by 8p today

**Next Meeting**

Location: Zoom

Scheduled date: After class Monday