**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: 5:32p

Recorder: Jacki

**Agenda**

1. Revise: **Conceptual task scenarios**
2. Revise: **Focus Scenarios & Personas**.
3. Working through A5

**Meeting End**

Scheduled end: N/A

Actual end: 7:00pm

**Post-Meeting Action Items**

| **Action** | **Assigned To** | **Deadline** |
| --- | --- | --- |
| 1. N/A | N/A | N/A |
|  |  |  |
|  |  |  |
|  |  |  |

**Decisions Made**

1. We will have a nearly completed A5 assignment for Monday. Any finishing touches can be brought upon after class during our regularly scheduled meeting.

**Next Meeting**

Location: Discord

Scheduled date: Monday 11/6