**Action Items of Meeting**

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| ***Title***: | Admin Meeting |
| ***Date***: | May 12, 2020 |
| ***Time***: | 7:30 AM |
| ***Location***: | Zoom |

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| ***Attendees*** | |
| 1. Janice Tian 2. Mike Hetherington 3. Nazia Khan 4. Paul Dong | 1. Richard Dam 2. Ricky Ye 3. Sally Cheung 4. Shishir Kumar |

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| ***Action Items*** | | | | |
| ***S.No.*** | ***Item*** | ***Owner*** | ***Due Date*** | ***Status*** |
| 1 | Update TAD with norms and mission + goal (in case you have not already) [here](https://queensuca-my.sharepoint.com/:w:/r/personal/20nk16_queensu_ca/Documents/MMA-2021-Stirling/General%20Team%20Info%20%26%20Resources/Team%20Alignment%20Document%20-%20Stirling.docx?d=w8f2c8b9bd5c64a4e9849dd8773bc7e55&csf=1&web=1&e=F7qLtw). It will be discussed in tomorrow’s admin meeting.  Put you name under each section and type in your points. Update the same document and do not create another file. | Team | 12-May-2020 | WIP |