| **Team Meeting** | **29 March 2022****6:00 PM****Faculty Memorial Hall, 307** |
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| **Meeting called by:** | Wesley Fegan | **Type of meeting:** | Initial planning |
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| **Facilitator:** | Alexander Lleva | **Note taker:** | Ramanand Kachhia |
| **Timekeeper:** | Doron Griffin-Tann |  |  |

| **Attendees:** | Wesley Fegan, Alexander Lleva, Ramanand Kachhia, Doron Griffin-Tann |
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| **Please read:** | Research materials. |
| **Please bring:** | Computer and blank paper. |

# ***Minutes 34:59***

| **Agenda item:** | Research, plan logistics for future meetings | **Presenter:** | Ramanand Kachhia |
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#### **Discussion:**

#### We have discussed with all the group members and noted where each person is on the research. Most of the group members were on the same page. We needed to research more about our topics and get more information as we can. We are trying to get into detailed as we can to get a basic understanding of how each person’s topic works and how can the job can get done in less time and more accurately.

#### **Conclusions:**

#### Group member needs more time to get the research done, so we gave everyone time to get their research done before next week so every group member can see where we are and start preparing for the presentation. That way every member gets enough information about their topics.

| **Action items** | **Person(s) responsible** | **Deadline** |
| --- | --- | --- |
| * Complete research before next meeting * Upload on the Google Docs * Review team research before next meeting | Alexander, Ramanand, Doron  Ramanand, Alexander, Doron  Alexander, Ramanand, Doron, Wesley | 04/02/2022  04/02/2022  04/02/2022 |
|  |  |  |

| **Agenda item:** | In the near future | **Presenter:** | Ramanand Kachhia |
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#### **Discussion:**

Research should be completed before the next meeting. This will allow us to begin working on the proposal presented to the client.

#### **Conclusions:**

* Finish research a day before the next meeting.