**When and Where: Roles:**

**Date**: 04/28/2024 **Primary Facilitator**: Andrew

**Start:** 3:00 PM **Timekeeper:** Colt

**End:** 3:50 PM **Minute Taker:** Moni

**Place:** Discord Project Channel **Attending:** Andrew, Colt, Dawson, Logan, Monikrishna

1. **Objectives**
   1. Discuss project completion state.
   2. Ensure all team members are focused on work which will contribute to the project’s successful completion.
   3. Develop a game plan for submission of all required project items by the date selected by the team.
2. **Status [Allocated Time: 15 mins]**
   1. Each Member: discuss their previous contributions from this last week and their current area of work.
3. **Discussion [Allocated Time: 35 mins]**
   1. Open forum time to discuss anything needed for our collective success.
   2. Determine areas for further collaboration, and re-assign roles or work product if needed.
   3. Discuss & decide on an achievable deadline.
4. **Wrap Up [Allocated Time: 10]**
   1. State what today’s work efforts, after the meeting, will entail for each team member.