

# Team Meeting

2/8/2022  
1pm-2pm  
Cisco Webex

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<b>Meeting called by:</b>	Samerth Patel	<b>Type of meeting:</b>	Informative, Making slides together
<b>Facilitator:</b>	Samerth Patel	<b>Note taker:</b>	Shreya Partolia
<b>Timekeeper:</b>	Automatic on Cisco		
<b>Attendees:</b>	Shreya Patolia, Michelle Majano, Javier Tabar		
<b>Please read:</b>	All the materials that were gathered during researching the topic		
<b>Please bring:</b>	Laptop		

## Minutes

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<b>Agenda item:</b>	Gather all individual research and share with group	<b>Presenter:</b>	Samerth Patel
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### Discussion:

We shared the individual research and started to figure out what we are going to include in the presentation and how we are going to organize everything.

Also started to add to the slides. Made the format and finished the first couple of slides.

### Conclusions:

The meeting was productive, and we got a lot of work done. Everyone was present so we were able to learn about what everyone found.

Action items	Person responsible	Deadline
✓ Find target audience for our product.	Michelle Majano	4/14/2022
✓ Information on usability	Samerth Patel	4/14/2022
✓ Find possible concern we might face	Javier Tabar	4/14/2022
✓ Plan for testing usability	Shreya Patolia	4/14/2022

## Other Information

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### Observers:

All the group members

### Resources:

Used Google to find relevant information about our project which was shared with the rest of the group.

### Special notes:

Next weeks goal includes finishing the slides and then figure out a plan for presenting the project to the class.