

# Team Meeting 2

4/1/22

1:00-2:00

Virtual

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<b>Meeting called by:</b>	Michelle	<b>Type of meeting:</b>	Organization and planning
<b>Facilitator:</b>	Michelle	<b>Note taker:</b>	Shreya
<b>Timekeeper:</b>	Samerth		
<b>Attendees:</b>	Samerth, Shreya, Javier		
<b>Please read:</b>	Research websites		
<b>Please bring:</b>	N/A		

## Minutes

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<b>Agenda item:</b>	Planning and organizing work distribution	<b>Presenter:</b>	Michelle
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### Discussion:

We talked about who is going to work on what slide, what we should start to research, and got right to work.

### Conclusions:

Our distribution is as follows:

Action items	Person responsible	Deadline
✓ Continue to research saas applications	Everyone	4/8/22
✓ Start to populate slides with info	Everyone	4/8/22
✓ Introduction/background slides	Shreya	Until due date
✓ Target audience slides	Michelle	Until due date
✓ Address concerns	Javier	Until due date
✓ Test plans for usability	Samerth	Until due date

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<b>Agenda item:</b>	Welcomed new group member	<b>Presenter:</b>	Michelle
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### Discussion:

This week we received a new group member so we took this time to welcome him to the group, introduced ourselves and the project, and directed him to his share of the presentation.

### Conclusions:

All members are now fully on board with our presentation plan and tasks.

Action items	Person responsible	Deadline
✓ Introduce ourselves	Everyone	1:00 pm
✓ Explain project to member	Everyone	1:10pm

Action items	Person responsible	Deadline
✓ Distribute work to member	Everyone	1:20pm