* **Everyone**
  + Condense Individual profile to approx 300 words and paste it into A2 Report
  + Informal Meeting Sunday to discuss Project ideas (Record it?)
  + Everyone to Vote on Team name
  + To review in next meeting about who to interview, who will do the interview
* **Scott**
  + To oversee the PDF report section
  + Create form to vote on team name
  + Ideal jobs scott will collect the results and put into table
  + Discuss with Patrick to discuss tools section is satisfied
* **Meg**
  + Meg will do analyze on industry data
  + Meg is going to do one section of IT tools and will do machine learning
* **Bronagh**
  + Bronagh will do one section of IT and Will do crypto currency
  + Bronagh to host meeting Monday
  + Bronagh to do agenda for Meeting Monday
  + Bronagh to compile personality test in team profile section
* **Malachi**
  + To do IT technology on area he wants that isn't already being done
* **Jason**
  + Jason will do one section of IT tools and will do the cloud
  + Jason do minutes next Thursday
  + Jason to do hosting last Thursday meeting
* **Patrick**
  + To oversee the website section of the report
  + Discuss with Scott the tools section is satisfied