Team Meeting

28 JANUARY 2020 / 8:30 AM / D-241

Team Lead: Tristan Turcotte

Minute Taker: Haymond Yan

# Attendees

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| Haymond Yan | Synthia Vincent De Paul | Xiang Di Su |
| James Cortez | Tristan Turcotte |  |

# Agenda

## Last Meeting Follow-up (8 min)

1. Updates on searching for a business

## Discuss Skills (15 min)

1. What skills does everyone have? Competencies, confidence in topics, etc.
   * Database, Programming, Writing, Presenting, Design, etc.

## Discuss Project Plan (15 min)

1. Report organizer responsibility
2. Client primary contact responsibility
3. Organize time to work as a team for creating project plan (Need to read requirements for every deliverable)

# Notes

* Client follow-ups
  + Haymond and Su, went to Tabagie Sara. The owner has 2 stores, they want a website, stock, and amazon selling.
    - We will be scheduling a meeting with the owner for this Saturday at 6:30PM.
  + Synthia’s Dad, Wine stock. Most popular wine, determine re-stocking policies, etc.
  + James,
  + He spoke with two of his cousins, they haven’t provided a definitive answer yet.
  + He also spoke with his parents who work at a Hospital and know people there, they will communicate with him further details if they have someone who has a problem/issue.
  + Tristan, spoke with former Boss, did not have a problem. Spoke with friend, did not have a problem.
* Tristan will be posting an ad on Facebook.
* Everyone is reminded to do Assignment #1.
* Skills assessment
  + Programming:
    - Tristan upper-level
    - All others: mid-level
  + Database: Tristan
  + Design: Tristan, Haymond, Su
  + Presenting: Tristan, Haymond
  + Writing: All intermediate skills
* Responsibility for each deliverable’s report will be put onto each Team Lead for that Deliverable.
* Went over all the deliverables, went over Deliverable #1 in detail.
* We decided there will be no particular Writing Expert. Writing expert will be replaced by peer-review from every person in the group.
* Discuss work on Project Plan.

# Meeting Summary/Conclusion

1. Work on project plan.
2. We would meet us with the owner of the Tabagie on Saturday.
3. Tristan will post an ad on Facebook for potential clients.

# Next Meeting Agenda

Minute Taker: Xiang

Project progress. Friday.