**Deliverable 2 Mise a Jour**

**11 FEBRUARY 2020** / 8:30 AM / D-241

Team Lead: Haymond Yan

Minute Taker: James Cortez

# **Attendees**

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

# **Agenda**

## **Relay Work Done (10 min)**

1. Discuss what work has been completed.

## **Determine Work Left (20 min)**

1. Discuss the work to be completed.

# **Notes / Action Plan**

* Compiled all the work that has been completed so far into the Deliverable.
* Work to be completed: Executive Overview, proofreading, reviewing content, such as the open questions and business domain/environment.

# **Next Meeting**

Time & Day: Friday February 14th 2020 at 8:30AM