**Project Meeting Guidelines**

The following are a set of guidelines that a required for each meeting you hold, whether it be with your customers or with your group members.

1. All meetings must have predefined agenda. This should have the intended date of the meeting and all topics to be discussed.
2. Each meeting must be recorded. Recording must be stored for the entirety of the course and made available to me upon request.
3. There should be an official note taker for each meeting. This person is responsible to filling out the attached template of the Meeting Minutes. The meeting minutes should be added to your repository of documents no more than 2 days after the meeting was completed. The facilitator of the meeting will either be the project manager or the person in charge of that specific sprint/goal; they should not be the note taker.
4. Some meetings will require business attire, specifically presentations to your customer.
5. I will request to present in at least 2 -3 of your customer meetings throughout the semester.
6. You should hold official weekly meetings with your team for status update purposes.

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| --- | --- |
| Team Meeting | 9/28/20248:04 pmVirtual (Zoom) |

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| --- | --- | --- | --- |
| Meeting called by: | Zharia Tucker | Type of meeting: | Group |
| Facilitator: | Zharia Tucker | Note taker: | Zharia Tucker |
| Timekeeper: | Zharia Tucker |  |  |

|  |  |
| --- | --- |
| Attendees: | Sean Lang, Cole Holloman, Naser Halloum, Zharia Tucker |
| Please read: | Milestone 1 |
| Please bring: | Enter items to bring here |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | Group Communication | Presenter: | Zharia Tucker |

#### Discussion:

Group members active participation and timeliness through communication (via text and zoom) and submissions

#### Conclusions:

Group agreed to be more active in communication

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

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| --- | --- | --- | --- |
| Agenda item: | Milestone 1 | Presenter: | Zharia Tucker |

#### Discussion:

Address the components of Milestone 1. Make sure the group is delegated tasks by the end of meeting.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Project Charter | Zharia Tucker | 9/29 @ 6pm |
| * SWOT Analysis | Cole Holloman | 9/29 @ 6pm |
| * Budget, Time, and scope | Sean Lang & Naser Halloum | 9/29 @ 6pm |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | Team Contract | Presenter: | Sean Lang, Naser Halloum, Cole Holloman, Zharia Tucker |

#### Discussion:

Discuss the questions/details of the team contract

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

# Other Information

#### Observers:

Enter observers here.

#### Resources:

Enter resources here.

#### Special notes:

Enter any special notes here.