**Agenda:**

* **Progress Updates** 
  + We’re currently making tweaks on our final project and focusing on our end-goals for this semester! This has meant honing in on our Fri, 26th deadlines! Here is where we’re at in terms of those deliverables:
    - Executive Summary: in progress, double checking with the final report and seeing what needs to be completed
    - Final Report: in progress, not anywhere near completed
    - Logo & Project Info: logo completed, proj. description in progress (needs checked off)
    - Repo & Proj. Completion: in progress, we’re putting together a folder to upload to our Repo – cleaning up our meeting notes for (outside) readability has definitely been the most timeheavy thing so far
  + Dr.Row has opted to go with:
    - Working with Abby throughout the end of this year - ensuring this is realistic to her personal budget as a community partner and setting her up with success if at any point work ends (either @ the end of this year, or continuing through to 373 next year, etc.,.)
    - Re-applying to be a community partner for the following goals:
      * Getting permanent hosting solution within Dr.Row’s budget with more time for research on options
      * Expansion of project (either in content or in modes of reach i.e., Android/Apple apps)
      * Additional testing, code scouring and cleanup
      * (No progression of her vision necessarily)
  + More development work, we had a bug come up this morning that we’re working out so pulling it up is not ideal, but we are chugging along – Abby progress notes here?
  + Getting finalized domain name by EOD 7/24
    - Will enable us to print Postcards Printouts & Magnets, we found some vendors she’s okay with for development.
    - Need to emphasize that this will not be a super long design period on these (like .. 2-3 days max) so we can get these sent out; she has agreed to pay for these.
      * How should we handle this? Is there a reimbursement for this project? ATP, we have not bought anything, but can also.. instruct her on how to do this..? Or could do at in-person meeting which might be a bit of a time crunch if we want to ensure we have these by the presentation (maybe not necessary and can be sent to her practice- we show mocks instead)
* [**Our end-of-semester to-do list**](https://docs.google.com/spreadsheets/d/1iv-9SSE4Ld4FF2vWnhSsnBM7zel0DEO_cOtnojQBE_k/edit?gid=0#gid=0) - everything is started, but not as much completed as we’d hope!!
* **Points of Worry for us as a team:**
  + Ensuring everything gets done by Fri. 26 , we’re definitely trying to cover as many spots re: documentation, updated visuals, interim deliverables while (Gabi is) also moving! Feeling overall good, but just making sure to work as much as we can when we can since this is a priority for us both.
  + Dr.Row seemed quite sad about saying goodbye to our team/moving to a new 373 team as a part of our recommendation which kind of took us off guard- I don’t think either of us were expecting it/unsure how to respond in the most professional manner.
* **Questions from Dr.Row:**
  + For her aspect of the comm. partner section, do you have any prompts/directions she should think of for her portion?
    - We talked to her about collaboratively building the presentation and to think about content on her end–we’re going to build base slides/have our part completed ahead of time and have some small slides pre-built for her which we’ll then tweak to fit her ideas (i.e., we might make a background slide for her/her bg/etc.,.) – How should we go about this sort of co-designing part with her, we want it to really feel like her half is cohesive, without just telling her what to say?
  + Can she invite clients/patients, friends, family? If so, how many?
* **Qs !!**

1. Do you have any concerns about our project wrap-up at this current moment?
2. Common pit-falls on the final deliverables/within the repo?
   1. worry less about Repo, ensure things are in, but we aren’t necessarily ‘turning anything over’ at this present moment
   2. less stress on cleaning up meeting notes ^\_\_^””””””””””””””
   3. outcomes work is the biggest part, so ensure we’ve elaborated on all of this info

**Notes:**

* Documentation Structure
  + Design Information
  + File Structure
  + Description of Code
  + Description of Components
  + Additional Packages & Modules