

MAESTRO MDP TEAM MEETING AGENDA

MEETING INFORMATION

Objective: *To become more familiar with Maestro 1.0 and establish subgroup goals*

Date: [01/11/2017]

Location: BBB 3637

Time: 3:00 PM – 5:00 PM

Meeting Type: Intro & Scheduling

Call-In Number: *See BlueJeans Invite*

Call-In Code: *See BlueJeans Invite*

Attendees: Student Team, Sponsor Mentor, Faculty Mentor, Charu Dwivedi

Note Taker: Chelsea Miller

Moderator: *n/a*

PREPARATION FOR MEETING

Please Read: Maestro 1.0 wiki information, Become familiarized with documentation in Google Drive and MBox

Please Bring: Scheduling materials

ACTION ITEMS FROM PREVIOUS MEETING

Item/Responsible/Due Date

1. JumpStart Team Commitment Packet / All / Jan 13

AGENDA ITEMS

Item / Leader

1. All / Demo and discuss MAESTRO 1.0 with Charu
2. All / Identify subgroup needs and and set goals
3. All / Make plans for and schedule conducting lessons
4. All / Finalize and submit JumpStart Team Commitment Packet
5. Meeting Minutes / Chelsea (Due 24hrs after the meeting)



WEEKLY EFFORT SUMMARY

Team Member	Accomplishments this Week	Time Invested	Total Hours YTD
All	<ul style="list-style-type: none">Constructed First Meeting AgendaRead Maestro Documentation	2 Hours	2 Hours
	<ul style="list-style-type: none">		
	<ul style="list-style-type: none">		
	<ul style="list-style-type: none">		
	<ul style="list-style-type: none">		
	<ul style="list-style-type: none">		
	<ul style="list-style-type: none">		
	<ul style="list-style-type: none">		

WEEKLY SPEND SUMMARY

Who Ordered?	Items Purchased	Total Expenses
	<i>Total Spend YTD</i>	<i>\$0.00</i>
	<i>Remaining Budget</i>	<i>\$X,XXX.XX</i>