

Team Meeting #2

29 March 2022

6:00 PM

Faculty Memorial Hall, 307

Meeting called by:	Wesley Fegan	Type of meeting:	Initial planning
Facilitator:	Alexander Lleva	Note taker:	Ramanand Kachhia
Timekeeper:	Doron Griffin-Tann		

Attendees: Wesley Fegan, Alexander Lleva, Ramanand Kachhia, Doron Griffin-Tann

Please read: Research materials.

Please bring: Computer and blank paper.

Duration: 35 Minutes

Agenda item: Research, plan logistics for future meetings

Presenter: Alexander Lleva

Discussion:

In this meeting we touched base and discussed with all the group members and noted where each person is on the research. Most of the group members were on the same page. We needed to research more about our topics and get all the necessary information needed to develop our proposal. We are trying to get as detailed as we can to get a basic understanding of how each person's topic works and how the job can get done in less time and more accurately.

Conclusions:

Group members need more time to get the research done, so we gave everyone time to get their research done before next week so every group member can see where we are and start preparing for the presentation. We set a deadline to complete research by Saturday 04/02/2022 in order to give everyone a chance to review each other's information before next Tuesday's meeting.

Action items	Person(s) responsible	Deadline
✓ Complete research before next meeting	Alexander, Ramanand, Doron	04/02/2022
✓ Upload on the Google Docs	Ramanand, Alexander, Doron	04/02/2022
✓ Review team research before next meeting	Alexander, Ramanand, Doron, Wesley	04/05/2022

Agenda item: Begin drafting the proposal

Presenter: Ramanand Kachhia

Discussion:

Research should be completed before the next meeting. This will allow us to begin working on the proposal presented to the client.

Conclusions:

- Finish research a few days before the next meeting. Start thinking about ideas for the proposal.