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| Project: | WiC Active Membership Tracker |
| Document Type: | Agenda |
| Date: | 10/22/2024 |
| Time: | 5:00PM – 6:00PM |
| Total Time (minutes) | 60 |
| Location: | GOL-2500 |
| Attendees: | Brian Mokotoff, Paul Bonargo, Noah Harbinger, Peyton Wagner, Xuhang Yuan, Anjan Maharjan |
| Note Taker: | Brian Mokotoff |
| Moderator: | Anjan Maharjan |

Agenda Tasks

| Id | Task | Speaker/Leader | Outcome | Time (minutes) |
|-----------|-------------------------------|--|---|-----------------------|
| 1 | Review 4-Up | Noah | Provide sponsors with an update on project status | 5 |
| 2 | Review Midterm Evaluation Doc | Brian (Meetings and Communication Management) Peyton (Time & Effort, Conformance to Schedule, Change & Scope Management) Xuhang (Deliverables) Anjan (Quality and Future Considerations) Noah (Process Creation and Improvement & Team Effectiveness) Paul (Requirements) | Get feedback from coach and sponsors on team progress | 45 |
| 3 | Show UI prototype progress | Noah & Peyton | Get feedback on prototypes from sponsors to make adjustments as necessary | 10 |