Team leads meeting minutes

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| Location:  Date: | Microsoft Teams  5/20/2022 |
| |  | | --- | | Meeting Start Time: | | Meeting End Time: | | |  | | --- | | 2:00 PM | | 2:30 PM | |
| Attendees: | |  | | --- | | George, Anne  Baldwin, Mark | | Young, Aaron | | DePew, Jarom | |

# Agenda items

1. Talk about meeting with the client
2. Talk about what else need to be done on the SDD

# Notes

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Set up environment set up meetings. | leads | This week | No longer needed. |
| Create a presentation for the client | Anne | May 20, 2022 | Done |
| Move the README file to the right place. | Aaron | Saturday, May 28, 2022 | In progress |
| Update for installing NPM in the right directory part of readme file. | Aaron | Saturday, May 28, 2022 | In progress |
| Architectural design pictures of the work in progress | Jarom | Friday, May 20, 2022 | Done |
| Edit Aaron’s video and send it to Richard with Jarom’s video | Anne | Monday, May 23, 2022 | Done |
| Add Matrix example to Trello | Anne | May 20, 2022 | Done |