

# Team Meeting

**Date:**10/31

**Time:**6:50pm

**Location:**CKB320

**Meeting called by:** Melvin Academia

**Type of meeting:** Group Project

**Facilitator:** Brandon

**Note taker:** Parker

**Timekeeper:** Parker

**Attendees:** Melvin, Parker, Brandon, Juan

**Please read:** Enter reading list here

**Please bring:** Enter items to bring here

## *Minutes*

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**Agenda item:** Establish Goals for Case Study

**Presenter:** Parker

### **Discussion:**

Figure out main topics for case study paper and delegate each topic to the team members

### **Conclusions:**

Each member has a designated topic to explain how it relates to the case study, and we'll combine the parts

Action items	Person responsible	Deadline
✓ Inter-Team Communication	Brandon	11/6
✓ Conflict-Resolution	Melvin	11/6
✓ Trust	Parker	11/6
✓ Goal-Setting	Juan	11/6

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**Agenda item:** Establish Goals for Group Project

**Presenter:** Melvin

### **Discussion:**

Get additional research for group project

### **Conclusions:**

Establish main research ideas and look deeper into those topics.

Action items	Person responsible	Deadline
✓ What technology exists	Everyone	11/8
✓ How would it get used for education	Everyone	11/8
✓ What do the students learn	Everyone	11/8

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**Agenda item:** Enter agenda item here

**Presenter:**

