

Team Meeting

Date 3/18/2024

Time 3:40 pm

Location CKB 341

Meeting called by:	Ben	Type of meeting:	Initial meeting
Facilitator:	Ben	Note taker:	Michael
Timekeeper:	Tzu-Chun		

Attendees: Tzu-Chun, Ben, Michael

Please read: Team Projects Topics

Please bring: Note taking device

Minutes

Agenda item: Decide on Topic

Presenter: Ben

Discussion:

Michael: interested in topic 7

Ben: interested in topic 5 and 7

Tzu Chun: Interested in topic 6 and 8

Conclusions:

Decided to work on topic 7 as a group because of majority

Action items

Person responsible

Deadline

Research the topic: cybersecurity, Health care industry

Everyone

3/29 End of Day

Construct Team Name

Everyone

3/25 End of Day

Agenda item: Next meeting

Presenter: Everyone

Discussion:

Decided time and day of next meeting

Conclusions:

Same time next week

Action items

Person responsible

Deadline

Host the next meeting

Michael

3/25 sometime at 3:50

Note taker and timekeeper for next meeting

Ben

Same as above

Agenda item: Discuss the topic of the next meeting

Presenter: Tzu-Chun

Discussion:

What should be the agenda of the next meeting.

Conclusions:

How the slides will be laid out

Action items

Person responsible

Deadline

Create a presentation document

Everyone

3/25 3:50 during meeting

Other Information

Observers:

The Group

Resources:

Canvas

Special notes:

N/A