| Team Meeting | Date 3/18/2024Time 3:40 pmLocation 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