

Meeting Minutes & Action Items

Date & Time:	Friday, October 28, 2020 at 10:10 AM EDT
Location:	Nooks meeting room
Team:	G
Attendance:	Neha, Matthew, Justin, Bowen
Meeting Purpose:	Refine requirements the text transformation sub-component
Itemized Agenda:	(1) Work on the team deliverable (2) Work on the mini assignment (3) Start thinking about the presentation
Minutes (i.e. Decisions):	(a) Decided which articles to read for the mini assignment (b) Worked on the team deliverable
End Time:	11:45 AM EDT
Next Meeting:	Friday, October 30, 2020 at 10:10 AM EDT (Nooks meeting room)

Action Items:

ID #	Task Description	Assigned To	Due Date
1	Read the “Meet the Secret Algorithm...” article	everyone	10/30
2	Read the “Facebook contract workers” article	everyone	10/30