**Minutes for Team Meeting 9/27/20**

Date and time: September 27, 2020 4:00pm

**About Today’s Meeting:**

Participants: Bryan Stahman, Kevyn Sisante, Ziang Zhou, Anas Albedaiwi

Late Participants: Colton Barboro

Missing Participants:

Start: 4:00 pm

Finish:

**Tasks Completed Since Last Meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Title:** Mini Intro | **Task Initiation:** | **Due Date: 9/25** | **Status:** Completed |
| **Who (%):** Bryan (20%) | | | |
| **Description:** completed and presented part 8 | | | |
| **Expected Outcome:** | | | |

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| --- | --- | --- | --- |
| **Task Title:** Mini Intro | **Task Initiation:** | **Due Date: 9/25** | **Status:** Completed |
| **Who (%):** Kevyn (20%) | | | |
| **Description:** completed and presented part 7 | | | |
| **Expected Outcome:** | | | |

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| --- | --- | --- | --- |
| **Task Title:** Mini Intro | **Task Initiation:** | **Due Date: 9/25** | **Status:** Completed |
| **Who (%):** Ziang (20%) | | | |
| **Description:** completed and presented part 3 and 4 | | | |
| **Expected Outcome:** | | | |

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| --- | --- | --- | --- |
| **Task Title:** Mini Intro | **Task Initiation:** | **Due Date: 9/25** | **Status:** Completed |
| **Who (%):** Anas (20%) | | | |
| **Description:** completed and presented part 5 and 6 | | | |
| **Expected Outcome:** | | | |

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| --- | --- | --- | --- |
| **Task Title:** Mini Intro | **Task Initiation:** | **Due Date: 9/25** | **Status:** Completed |
| **Who (%):** Colton (20%) | | | |
| **Description:** completed and presented part 1 and 2 | | | |
| **Expected Outcome:** | | | |

**Tasks To Assign For Next Meeting:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task Title: Research Tech Feasibility** | **Task Initiation:** | **Due Date:** 10/4 | **Status:** |
| **Who (%):** Everyone | | | |
| **Description:** Everyone needs to research their part of the tech feasibility document | | | |
| **Expected Outcome:** should be ready to write the tech feasibility doc next week | | | |

**Reminders:**

**Tech feasibility roles**

Intro/Conclusion: Ziang

Challenges: Kevyn

Analysis: Bryan and Colton

Integration: Anas