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| ***Meeting number:***  **Project Meeting Record**  **Team: Onesies** | 1 |
| ***Type of meeting:*** |  |
| ***Date:*** | 2/23/13 |
| ***Start time:*** | 12:00PM |
| ***Duration:*** | 2 hours |
| *Participant Roles* ***Facilitator:***  ***Recorder:***  ***Timekeeper:***  ***Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***  ***Role: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** |  |
|  | Carlos Montijo |
|  | Carlos Montijo |
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| ***Subject/Meeting Objective:*** | Interview Report |

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| ***Meeting Agenda:*** | 1. ( min) |
| 2. ( min) |
| 3. ( min) |
| 4. ( min) |
| 5. ( min) |
| 6. ( min) |

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| ***Member Status:*** | **Name 1:** | Carlos Montijo – Present |
| **Name 2:** | Berenice Olivas – present |
| **Name 3:** | Heber Ramirez – present |
| **Name 4:** | Jaime Pena – present |
| **Name 5:** | Xavier Thomas – present  Alexandra Rebollosa – present |

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| ***Action Items:*** | **Name 1:** | Carlos Montijo: edit report and interview minutes, summarize responses |
| **Name 2:** | Jaime Pena: edit/transcribe interview minutes, summarize responses |
| **Name 3:** | Berenice Olivas – edit/transcribe interview minutes; summarize responses; finish interview report and turn it in |
| **Name 4:** | Heber Ramirez – edit/transcribe interview minutes; summarize responses |
| **Name 5:** | Xavier Thomas - edit/transcribe interview minutes; summarize responses  Alexandra Rebollosa - edit/transcribe interview minutes; summarize responses |

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| ***Attachments:*** | * Summary of Covered Topics * Summary of Decisions * Summary of Conclusions | * Summary of Next Steps * Items for Future Consideration * Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| ***Meeting’s Overall Score:***  ***Comments:*** | Unproductive 1 2 3 4 5 6 **7** 8 9 10 Productive |

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| ***Next Meeting:*** | Date: 2/28/13 Time: 9:30am Location: CyberShare  Subject/Meeting Objective: Feasibility Report |