Agenda and Meeting Minutes

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| Team Meeting | Date: 2/20/2025Time: 4pmLocation: Zoom |

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| Meeting called by: | Taylor Sharperson | Type of meeting: | Check in for Milestone 1 |
| Facilitator: | Mekhi Green | Note taker: | Taylor Sharperson |
| Timekeeper: | Lleyton Leonard |  |  |

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| Attendees: | Taylor Sharperson, Mekhi Green, Lleyton Leonard |
| Please read: | The instructions for Milestone 1 |
| Please bring: | Deliverables for Milestone 1 |

# Minutes

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| Agenda item: | Present Budget, Scope, and Time Estimates | Presenter: | Taylor |

#### Discussion:

Taylor presented her assignment and checked with the group to see if the timeline and numbers we doable.

#### Conclusions:

It looks good. Reread and submit on Friday.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Reread and submit. | Taylor | 2/21/25 |

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| Agenda item: | Present Project Charter | Presenter: | Mekhi |

#### Discussion:

Mekhi presented the project charter and got information from us to complete the rest.

#### Conclusions:

It looks good. Reread and submit on Friday.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| Reread and submit. | Mekhi | 2/21/25 |

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| Agenda item: | Complete team contract | Presenter: | Lleyton |

#### Discussion:

We all talked about the team contract and agreed upon what we decided. We talked about how we were having trouble with one of our group members and what to do next.

#### Conclusions:

We will talk to the other group member in person. The contract looks good.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Reread team contract and submit. | Lleyton | 2/21/25 |

# Other Information

#### Observers:

Enter observers here.

#### Resources:

Enter resources here.

#### Special notes:

Enter any special notes here.