

# Team Meeting

Date: Saturday February 10,  
2024

Time: 5:30 PM

Location: Zoom

---

Meeting called by:	Marley Burrows	Type of meeting:	Zoom Meeting
Facilitator:	Marley Burrows	Note taker:	Regan Wilson
Timekeeper:	Regan Wilson		
Attendees:	Regan Wilson, Marley Burrows, Chiyle Briggins, and Eric Cheeley		
Please read:	Enter reading list here		
Please bring:	Computer		

## *Minutes*

---

Agenda item:	We will be working on completing Milestone 1.	Presenter:	Regan Wilson, Marley Burrows, Chiyle Briggins, and Eric Cheeley
--------------	---	------------	---

### Discussion:

Today, we will be working on Milestone 1 which includes the agenda and meeting minutes, the Project Charter, SWOT Analysis, Budget Scope, Time Estimates, and Team Contract.

### Conclusions:

In conclusion of today's meeting, we were able to complete Milestone 1. The Project Charter, SWOT Analysis-with adding additional updates, Budget Scope, Time Estimates, and completing out Team Contract which we all signed at the end.

Action items	Person responsible	Deadline
✓ Completion of Budget Scope and Time Estimates	Regan Wilson, Marley Burrows, Chiyle Briggins, and Eric Cheeley	Today, before the meeting is over
✓ Updates to SWOT Analysis and Project Charter	Regan Wilson, Marley Burrows, Chiyle Briggins, and Eric Cheeley	Today, before the meeting is over
✓ Team Contract Signatures	Regan Wilson, Marley Burrows, Chiyle Briggins, and Eric Cheeley	Tonight, Saturday February 10, 2024

## *Other Information*

---

**Observers:**

Regan Wilson, Marley Burrows, Chiyle Briggins, and Eric Cheeley

**Resources:**

Canvas

**Special notes:**

Great Meeting! Very efficient