**Project Meeting Guidelines**

The following are a set of guidelines that a required for each meeting you hold, whether it be with your customers or with your group members.

1. All meetings must have predefined agenda. This should have the intended date of the meeting and all topics to be discussed.
2. Each meeting must be recorded. Recording must be stored for the entirety of the course and made available to me upon request.
3. There should be an official note taker for each meeting. This person is responsible to filling out the attached template of the Meeting Minutes. The meeting minutes should be added to your repository of documents no more than 2 days after the meeting was completed. The facilitator of the meeting will either be the project manager or the person in charge of that specific sprint/goal; they should not be the note taker.
4. Some meetings will require business attire, specifically presentations to your customer.
5. I will request to present in at least 2 -3 of your customer meetings throughout the semester.
6. You should hold official weekly meetings with your team for status update purposes.

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| Team Meeting | Date3/20/25Time6:30pmLocation:Zoom |

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| --- | --- | --- | --- |
| Meeting called by: | Shemiah Lester | Type of meeting: | Zoom |
| Facilitator: | Nathaniel Washington | Note taker: | Kenyce Holloman |
| Timekeeper: | Marcus Jones |  |  |

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| --- | --- |
| Attendees: | Kenyce, Marcus, Nate, Shemaiah |
| Please read: | Milestone 3 Guidelines |
| Please bring: | Enter items to bring here |

# Minutes

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| --- | --- | --- | --- |
| Agenda item: | Milestone 3 Questions | Presenter: | Kenyce Holloman |

#### Discussion:

We discussed how the questions will be broken down and what the actual vision of this app should be.

#### Conclusions:

We were able to divide the questions equally and got

| Action items |  | Deadline |
| --- | --- | --- |
| * Question 1-2 | Kenyce Holloman | 3/25/2025 |
| * Question 4-5 Explained app details | Marcus Jones | 3/25/2025 |
| * Question 6 * Question 3 | Shemaiah Lester  Nathaniel Washington | 3/25/2025  3/25/2025 |

# Other Information

#### Observers:

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| Kenyce Holloman |
| Marcus Jones |
| Shemaiah Lester  Nathaniel Washington |

#### Resources:

N/A

#### Special notes:

Discussed other meeting times to meet during the week.