**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 | Date:2/27/2025Time:6:30Location: Zoom |

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| --- | --- | --- | --- |
| Meeting called by: | Kenyce Holloman | Type of meeting: | Online |
| Facilitator: | Shemiah Lester | Note taker: | Kenyce Holloman |
| Timekeeper: | Kenyce Holloman |  |  |

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| --- | --- |
| Attendees: | Shemiah Lester, Marcus Jones, Nathaniel Washington |
| Please read: | Required reading for week as stated in canvas. |
| Please bring: | N/a meeting will be held on zoom. |

# Minutes

#### Discussion:

Breaking down milestone 2 questions.

#### Conclusions:

The questions were distributed amongst all members so the work can be completed.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Question 1,2,3 | Kenyce Holloman | 3/2/2025 |
| * Question 5,6 | Shemiah Lester | 3/2/2025 |
| * Question 4,7 * Question 8 | Marcus Jones  Nathaniel Washington | 3/2/2025  3/2/2025 |

# Other Information

#### Observers:

n/a

#### Resources:

n/a

#### Special notes:

n/a