

## Meeting minutes 10-16-20

### In attendance:

Cody Uhi  
Daniel De La O  
Derryck Dunn  
Spencer Sundrud  
Stephen Kendall

### Agenda:

1. Standup (everyone)
2. Discuss the presentation file (Cody)
  - a. Who will be our presenter?
  - b. Anything need to be changed in the presentation?
3. Complete Status Report 2 (Cody)

### Action Items:

1. Submit Status Report 2 (Cody)
2. Submit the Project Definition Document (Cody)
3. Add LucidChart presentation to meeting minutes for Monday (Cody)
4. Ensure Spencer gains access to GitHub organization (Cody)