



## Project Selection Meeting Minutes

Location: Microsoft Teams

Date: January 13, 2023

Time: 5:00pm – 5:30pm

### Agenda Items

- 1) Each member must research potential projects for consideration and evaluate using both qualitative and quantitative means
- 2) Means of evaluating a project include creation of a pros and cons lists for each project, creating a list of tools and resources required, assessing time required to complete the project, and deciding if more team members need to be recruited based on the scope of a given project
- 3) Team members must then narrow down 2-3 projects that they are interested in working on based on the suggested evaluation metrics
- 4) Team members will participate in a round table discussion to communicate their findings

### Action Items

All members are to note down feedback from all group members as well as ideas shared for proposed projects. This will allow members to revise projects and apply findings to current notes in order to see if their stance on which project they wish to uptake changes. This discussion also allows for all members to hear knowledge and resources required for a given project that they may have missed.

- 1) An addition meeting will be required to finalize a project from the list of 3 projects being considered
- 2) All team members must decide on one project they think is best given time, knowledge and resource constraints
- 3) Final vote will be conducted in the next meeting