Team Meeting

Meeting called by:	Filipe Atanes	Type of meeting:	Planning
Facilitator:	Filipe Atanes	Note taker:	Karolina Kowal
Timekeeper:	David Felix		

Attendees: Karolina Kowal

Filipe Atanes

David Felix

Minutes

Agenda item:	Planning the outline of the Document	**Presenter:**	Filipe Atanes

Discussion:

Our document will be organized in the following way. It will have a title page, introduction, body, conclusion, and references. We will discuss the importance of cloud computing, why the government should adopt cloud computing, and examples of how the government can use cloud computing to improve their services.

Conclusions:

The paper will have the following outline:

I. Title Page
   A. Title, names, class, professor name
II. Intro
   A. Explain the purpose of our paper.
      1. Why should DHS use cloud services for their workspaces?
      2. We're going to present reasons, and examples.
      3. Define Service, Software, Platform, Infrastructure. And their aaS counterparts.
III. Body
   A. Explain aaSs, what they are and how they can be used
   B. Explain the benefits of using cloud services compared to not
   C. Give examples of services that can be used and their advantages
IV. Conclusion
   A. Summarize what was said
   B. Conclude with positive or negative result
V. References

Action items	Person responsible	Deadline
✔ Plan the outline of the document	Filipe Atanes	February 24th, 2023
✔ Plan the outline of the document	David Felix	February 24th, 2023
✔ Plan the outline of the document	Karolina Kowal	February 24th, 2023