Team Meeting

Meeting called by:	David Felix	**Type of meeting:**	Writing the Document
Facilitator:	David Felix	**Note taker:**	Karolina Kowal
Timekeeper:	Filipe Atanes		

Attendees: Karolina Kowal

Filipe Atanes

David Felix

Minutes

Agenda item: Writing the Document   **Presenter:**   David Felix

Discussion:

We decided who will do what part of the report, and what references/sources they will use for their part.

Conclusions:

Write the report.

Action items	Person responsible	Deadline
✔ Write the Introduction, and explain the different types of cloud computing services that are available	Filipe Atanes	March 17th, 2023
✔ Write about the benefits of the government moving over their services to the cloud (one of the body paragraphs), and the conclusion	Karolina Kowal	March 17th, 2023
✔ Write about specific cloud service providers that the government can use and demonstrate how they will be able to use those providers for specific services, and list the references we used	David Felix	March 17th, 2023