Meeting Minutes

Note Taker	Alexa Dean
Date and time of the meeting	Feb. 23, 2023
Meeting Purpose	To share progress and updates, to plan for midterm presentation

Attendees

- Alexa Dean
- Filippo Finke
- Matteo Forni
- Stephen McGlynn
- Sydney Masry
- Ross Zofcin

Absentees

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Agenda

During the team meeting, the prototype progress was shared by Filippo and Matteo, and feedback was gathered from the team. The project components were reviewed, and roles were assigned based on each member's abilities and availability. The team also discussed the next steps and possible challenges that could arise. The meeting was beneficial in ensuring that everyone was aligned and prepared to move forward collaboratively.

Actions

- Alexa will create word document with project requirements
- Everyone begins to fill in project components:
  - Describe your Project: Ross
  - What problem: Ross
  - Marketing: Sydney
  - Finance: Stephen
  - Prototype: Matteo and Filippo
  - Research: Stephen
  - Limitations: Alexa
- Everyone thinks of logo and new name of app
- Filippo will add everyone to the GitHub project

Next Meeting

- March 2, 2023