

Meeting Minutes and Progress Report

Meeting Minutes

Meeting 3



Date: 11/06/2020, 11:00am

Location: Zoom

Agenda Items:

- Go over the project details
- Discuss various items mentioned in the project document shared with us by the client
- Decide future goals and responsibilities for each group member
- Determine future meeting times with the client

Topics:

- The meeting started off on time and almost each member from the group and the clients were present on the zoom call, which was organized beforehand by the client according to the convenience of both parties, on time
- Initially, both parties introduced themselves by discussing about themselves. The client talked about themselves and went over the things they do at the organization. After that, the group introduced themselves and went over things like the major and expectations of the project
- One of the main things in the agenda, discussing the requirements documents, was then initiated. Sarah started sharing the screen on the zoom call and explained everything from the document
- Not only that, to give us a better understanding of what the organization does, she also talked about the Halloween event that they recently organized, which gave us more clarity on the work they do.

- After that, Sarah talked about the expectations and the work required from us in detail. Here are some of the things the client expects from us:
 - Help them finding people or interest groups that can help promote the events or the work they do
 - Assist them with things like drafting social media posts for better reach to the people and targeted audience
 - Handing them content for their pre-existing website, which is still under development, for better usability
 - Help in sending out emails to people or interest groups, meaning, drafting short introduction emails, creating a template, or even designing the emails with graphics that might help bring more attention to the event
 - Gather content for .gov page (we will also be featuring a link to donate directly to MCFOODS, recipes, DIY crafts, holiday playlists and more for people who would like to celebrate virtually).
 - Sending out information about the event to existing partners.
- After Tracy and Sarah went over in details about the expectation, the current website link was shared with us, which will help us in determining the type of content that can go there
- We also decided to figure out who will do what, or in other words, assign duties to one another by strength of the individual. This will be decided soon in the internal meetings of the group members
- After that, Tracy talked about what MCFOODS is and the goals they are targeting to achieve with the help of the group members
- Cian raised a good question on the type of interest groups or people they have worked with in past to understand whom to invite for this particular food drive event. To answer his question, both Tracy and Sarah answered his questions and let us know about the Mom Groups and history organizations
- Since we were asking questions, Himesh asked about the things that are done already for this event to better understand the other things to focus on. We realized that not much has been done so far and the Rutgers Community Service Group are the ones to initiate the work.
- Himesh also asked about their social media presence and suggested that Zuzanna, who has designed the logo for our group, might be able to help out in designing social media posts for them as she is creative and interested in art

- We were also notified about the due date of November 16th where the client will have to pass on the research and content we collected for review, and maybe, to put on the website
- It is now the Rutgers Community Service Group's responsibility to brainstorm ideas and get back to the client with the research the next time we meet. Tentative duties:
 - Himesh and Mark: gather content for the website
 - Cian: find interest groups and people
 - Zuzanna: social media awareness

Target for the next meeting will be for Himesh and Mark to find at least 5 links related to the content, for Cian to research at least 5 groups that might be interested, and for Zuzanna, if present in the meeting, to come up with the ideas for social media accounts. We are strictly notified to just come up with the ideas and not act on them until notified by the client.

- Everyone agreed upon the same meeting timings, meaning, the client meetings will happen every Friday at 11 am
- The meeting concluded with a group picture of everyone present in the meeting at about 11:45 am

MEMORANDUM

To: Dave Howland

From: Rutgers Community Service Group

Date: November 12, 2020

Subject: Progress Report 3

Project Overview:

At this point, our group has already met with the client and understood the expectations and requirements for the project. The group is preparing for the presentation along with brainstorming ideas to present to our client.

Work Completed: (by date)

Here is the list of the tasks completed:

- Assigned work among the group
- Meeting minutes shared with the client (as requested)
- Started brainstorming ideas by consulting the professor and the group members
- Completed the presentation about the requirement and presented it in the class as well
- Organized a meeting with the client to discuss further

Work in Progress:

We are currently brainstorming new ideas to present to our client the next time we meet them. Not only that, but group members are also preparing a document containing all the information regarding the ideas.

Complications:

No major complications this week. Due to some adverse circumstances, we decided to put Himesh in charge of the meeting minutes and progress report.