Meeting Minutes and Progress Report



**Meeting Minutes**

**Meeting 1**

Date: 10/16/2020, 5:00pm

Location: Zoom

Agenda Items:

- Establish a weekly meeting time

- Continue to discuss/decide on a team name

- Brainstorm team logo ideas

- Begin drafting team organizational memo and client letter

Topics:

1. We established a weekly meeting time. Due to our busy schedules we believe creating a set time to meet will keep our group on track during the project. Since we all have different class and work schedules, it was difficult to agree to a meeting day and time. Ultimately, we decided on Mondays after class at 6:30pm on Zoom. Since Zuzanna is our zoom meeting host, she will be responsible for sending out a reminder and a zoom link the day of the meeting. We plant to meet until 7:30pm, as some of us have other commitments at 8:00pm. If we find more time necessary to complete assignments on time, we will add meetings on Fridays too.
2. Discussed and agreed on a group name. Each group member pitched their group name idea, and collectively we decided on Rutgers Community Service Group as our official group name.
3. Began discussing group logo ideas. We decided that we want our logo to display our group’s entire name and a simple image symbolizing community service. Zuzanna volunteered to design the logo and send it for approval to the rest of the group by Sunday 10/18.
4. Cian and Mark began drafting our team organizational memo. We discussed and distributed roles based on strengths and capabilities. We also discussed our strategy for resolving conflicts and issues that arise throughout the course of this project. We also created a realistic timeline for our project to ensure that all the components get completed and submitted on time. We plan to finish the organizational memo and submit it for review to Professor Howland by 5:00pm on Monday 10/19.
5. Zuzanna and Cian began drafting a letter to our future client. It was difficult to include details as we did not know who our client will be or what project we will be working on. Instead we wrote a few words about our team and the purpose of the project. We plan to finish the draft letter and submit it for review to Professor Howland by 3:20pm on Monday 10/19.

This meeting ended at 6:00pm.

**MEMORANDUM**

To: Dave Howland

From: Rutgers Community Service Group

Date: October 26, 2020

Subject: Progress Report 1

Project Overview:

At this point, our group has finished all work due this week. We submitted both our draft letter and organizational memo on Monday (10/19). We have not sent our client letter yet, as we have not been assigned a specific organization to work with.

Work Completed: (by date)

October 16: Our team met at 5:00pm on zoom. We discussed meeting times based on our schedules and started drafting the organizational memo and client letter. We also discussed and finalized division of labor. Zuzanna will serve as the Meeting Minutes/Progress Report Writer. Mark and Himesh will be the Principal Writers and Cian will be our Communications/Task Manager. We believe these jobs play into our strengths. Zuzanna is organized and timely while Mark and Himesh are strong writers. Cian has great interpersonal communication skills so he will do a good job communicating with our client. We discussed and established a team name.

October 18: We did not have a zoom meeting, but we logged onto Google Docs and finished our organizational memo and client letter. Zuzanna sent out an email with two options for our team logo. We collectively decided to go with the first option because we thought it looked clean, professional, and went well with our team name.

October 19: Zuzanna submitted the organizational memo and client letter to Professor Howland for review. Once we find out who our client is, we will be able to make small adjustment and email the client letter.

October 20: We proofread and made minor corrections to our organizational memo and client letter taking Professor Howland’s suggestions and ideas into consideration. We added a few details to the conflict resolution section of the organizational memo because we felt like it was important to outline the rules and successful communication practices in case we run into an obstacle or disagreement.

Work in Progress:

We do not have any “work in progress” documents. We will begin drafting the Needs Analysis due November 4, once we find who our client is and what project we will be working on.

Complications:

The biggest complication this week was determining meeting times. Our group members have busy class schedules and other commitments like work or student organizations meetings.