

# Team Meeting

**Week # 1**

**Date: March 21, 2023**

**Time:**

**Location: FMH 319**

**Meeting called by:**  
Ivan Rivera

**Type of meeting:** General

**Facilitator:**

**Note taker:** Ivan Rivera

**Timekeeper:**

**Attendees:**

**Please read:** Enter reading list here

**Please bring:** Enter items to bring here

## *Minutes*

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**Week #1- Agenda** Starting off  
**item: Basics of**  
**project**

**Presenter:** Enter presenter here

**Date:** March 21, 2023

**Discussion:** Exactly how the project should be tackled, such as first knowing what makes a cloud service offering, and what makes a good tech proposal.

**Conclusions:**

**Action items**

**Person responsible**

**Deadline**

✓ Make GitHub repo, reach out to Yaheya

Ivan Rivera

March 24, 2023

✓ Research on Cloud Implementation

Nicholas G

March 28, 2023

✓ Formatting Powerpoint

David Ayoub

March 25, 2023

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