

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

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

Other Information

Resources:

Enter resources here.

Special notes:

Enter any special notes here.

Team Meeting

Week # 2

Date:

Time:

Location:

Meeting called by: Nicholas G

Type of meeting: General meeting #2

Facilitator:

Note taker:

]Nicholas G

Timekeeper:

Attendees:

Please read: Enter reading list here

Please bring: Enter items to bring here

Minutes

Week #1- Agenda item: Enter agenda item here

Presenter: Enter presenter here

Date: 4/02/2023

Discussion: Assigned each role for the group:

Part 1 Explain Cloud Implementation (3 min) (Yaheya)

Part 2 Give our Plan + Support it (3 min) (Ivan Rivera)

Part 3 Give Challenge (3 min) (Nick)

Part 4 Rebuttal (3 min) (Nick)

Part 5 Conclusion (3 min) (David)

Conclusions:

Action items

Person responsible

Deadline

- ✓ Develop a plan to build off one another to optimize the flow of the presentation
- ✓ Assign due dates for each part of the presentation
- ✓ Discuss relevant topic and agree on which side we choose

Nick

4/11/2023

Nick

4/11/2023

Nick

4/11/2023

Other Information

Resources:

Enter resources here.

Special notes:

Enter any special notes here.

Team Meeting

Week # 3

Date:

Time:

Location:

Meeting called by: Yaheya Elsaid

Type of meeting: General meeting #3

Facilitator:

Note taker:
Yaheya Elsaid

Timekeeper:

Attendees:

Please read: Enter reading list here

Please bring: Enter items to bring here

Minutes

**Week #1-
Agenda item:** Complete Project layout

Presenter: Yaheya Elsaid

Date: 4/9/2022

Discussion: Week 3 Project progression

Conclusions: Team completed presentation layout and assigned tasks, and gathered resources.

Action items	Person responsible	Deadline
✓ Complete first section of the Project- Introduction to cloud implementation	Yaheya Elsaid	4/10/2022
✓ Gather Sources	Ivan & Nicholas	4/10/2022
✓ Complete project layout	All	4/10/2022

Other Information

Resources:

Enter resources here.

Special notes:

Enter any special notes here.

Team Meeting

Week # 4

Date:

Time:

Location:

Meeting called by: David Ayoub

Type of meeting: General meeting #4

Facilitator:

Note taker:

David Ayoub

Timekeeper:

Attendees:

Please read: Enter reading list here

Please bring: Enter items to bring here

Minutes

Week #1- Agenda item: Enter agenda item here

Presenter: Enter presenter here

Date:

Discussion:

Conclusions: Discuss the conclusion of the project and develop any last minute changes. Confirm which presenter does which slides.

Action items	Person responsible	Deadline
✓ Develop a conclusion to the presentation and discuss the main topics of the core decision	David	4/16/2023
✓ Optimize the presentation flow with any lasting changes of edits	David	4/16/2023
✓ Confirm the slides each presenter is assigned	David	4/16/2023

Other Information

Resources:

Enter resources here.

Special notes:

Enter any special notes here.

