

Team Meeting

10/01/2023

7:00PM

Zoom

Meeting called by:	Ja’Chelle Johnson	Type of meeting:	Zoom
Facilitator:	Ja’Chelle Johnson	Note taker:	Enter note taker here
Timekeeper:	Ja’Chelle Johnson		

Attendees: Ja’Chelle, Jonathan Jean, Ramsey Burls

Please read: N/A

Please bring: N/A

Minutes

Agenda item: Completing Milestone **Presenter:** Ja’Chelle Johnson

Discussion:

Finishing the Milestone and working on projects in the future

Conclusions:

We will be done by 8:30 for everyone to view and we will confirm with a message in the group chat.

Action items	Person responsible	Deadline
✓ Give references to Jonathan	All	8:30
✓ Create demographic data /institution paragraph	Jonathan & Ramsey	8:30
✓ Change table of contents	Ja’Chelle	8:30

Other Information

Observers:

N/A

Resources:

<https://www.famu.edu/administration/division-of-finance-and-administration/office-of-the-controller/pdf/2023-171%20Audited%20Financial.pdf>

<https://www.famu.edu/about-famu/index.php>

Special notes:

N/A