

Team Meeting

Date: 4/3/2018

Time: 1100 AM

Location: Cooper Library

Meeting called by:	Jeremy Holloway	Type of meeting:	Planning
Facilitator:	Jeremy Holloway	Note taker:	Allison Diaz
Timekeeper:	Frank Zanin		
Attendees:	Jeremy Holloway, Allison Diaz, Frank Zanin		
Please read:	N/A		
Please bring:	Laptop		

Minutes

Agenda item:	Brain Storming	Presenter:	N/A
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Discussion:

We need to develop a rough outline for our video and the direction of production we want to take

Conclusions:

We will develop a the video with a direction of Destination STEM Career

Action items	Person responsible	Deadline
✓ Script Draft and informational slides	All	4/8/18
✓ Recommendation Report	All	4/10/18
✓ Video downloads	Jeremy Holloway	4/8/18

Agenda item:	N/A	Presenter:	N/A
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Discussion:

N/A

Conclusions:

N/A

Action items	Person responsible	Deadline
✓ N/A	N/A	N/A
✓ N/A	N/A	N/A
✓ N/A	N/A	N/A

Agenda item:	N/A	Presenter:	N/A
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Discussion:

N/A

Conclusions:

N/A

Action items**Person responsible****Deadline**

✓ N/A

N/A

N/A

✓ N/A

N/A

N/A

✓ N/A

N/A

N/A

Other Information

Observers:

None

Resources:

None

Special notes:

None