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| Team Meeting | Date: 4/3/2018Time: 1100 AMLocation: Cooper Library |

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| Meeting called by: | Jeremy Holloway | Type of meeting: | Planning |
| Facilitator: | Jeremy Holloway | Note taker: | Allison Diaz |
| Timekeeper: | Frank Zanin |  |  |

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| Attendees: | Jeremy Holloway, Allison Diaz, Frank Zanin |
| Please read: | N/A |
| Please bring: | Laptop |

# Minutes

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

#### 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 |

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| Agenda item: | N/A | Presenter: | N/A |

#### 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 |

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| Agenda item: | N/A | Presenter: | N/A |

#### 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