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| Project Portofolio Meeting | | | | | | | | 2015-09-16 | | |
| 8pm - 9pm | | |
| Online Meeting | | |
| Meeting called by: | | | | Christopher Sigouin | Type of meeting: | | | | Initial Meeting | |
| Facilitator: | | | | Christopher Sigouin | Note taker: | | | | None required | |
| Timekeeper: | | | | None required |  | | | |  | |
| Attendees: | Christopher Sigouin, Matthew Hutchinson, Gwen Harwood | | | | | | | | | |
|  | | | | | | | | | | |
| Please read: | | This agenda for tomorrow | | | | | | | | |
| Please bring: | | Nothing required. This is an online meeting | | | | | | | | |
| Agenda Items | | | | | | | | | | |
| Topic | | | | | | Presenter | | | | Time allotted |
|  | | | | | | | | | | |
| * Review our project idea | | | | | | | All Attendees | | | 5 minutes |
| * Analyze the problem we face | | | | | | | All Attendees | | | 15 minutes |
| Review example websites | | | | | | | All Attendees | | | 10 minutes |
| * Discuss and document outline for project ( Rough ) | | | | | | | All Attendees | | | 30 minutes |
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| Other Information | | | | | | | | | | |
|  | |  | | | | | | | | |
| Observers: | | None | | | | | | | | |
|  | | | | | | | | | | |
| Resources: | | Ourselves, internet, universe, etc | | | | | | | | |
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| Special notes: | | | We will use Skype for the meeting so please be online to accept the call. I haven't really used Skype that much for groups ( or anything for that matter, but Skype is at least familiar ). | | | | | | | |
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