

Meeting called by: Ivana

Facilitator: Shayne

Notetaker: Aaron

Type of Meeting: Presentation preparation

Attendees: Aaron Nguyen, Ivana Jovasevic, Peter Saffold, Shayne Kelly II

Absent: Jerry Liu

Minutes

Agenda Item: Assign Presentation parts

Presenter: Ivana

Discussion:

- Executive Summary - Ivana
- System Summary – Peter
- System Architecture – Jerry
- QA/ Bugs – Aaron
- User Feedback – Shayne
- Project Analysis - Ivana

Conclusion:

- Will follow presentation preparation as planned in meeting?

Action Items:

Action Items	Person Responsible	Deadline
Follow Assigned plan	All	Dec 4
