Recorder: Matthew

Start time: 2:20

End time: 2:25

**Agenda**

Weekly updates

* Matthew - All good. Created a github repo for the team to use and entered the data that we wrote down last class into the Google Doc
* Daniel - Created and shared the Google Doc
* Doug - Sent out a reminder to the group
* TJ - Promoted good team spirit

Individual Goals

* Matthew - Get the slack up and running
* Daniel - Help out get the doc finished
* Doug - Help out get the doc finished
* TJ - Help out get the doc finished

Total progress as a team

Finish the doc and make sure that all team members turn it in on BB by the due date Friday

Misc

Our meeting was cut short because of the fire alarm going off