Meeting Minutes

Your team may meet multiple times throughout the week. All the meeting dates (add or remove dates as needed from the list) and activities discussed throughout the week are captured in the table provided. The minutes should include discussions about the project revisions provided by the client.

Team Number: 6 Team Name: Click or tap here to enter text.

Team Member Names: Nithin Thomas Ninan, George Eldo, Ashmi Alfred

Meeting 1 Date: Click or tap to enter a date.Jan 12, 2024 Meeting 2 Date: Click or tap to enter a date.January 20,2024

Meeting 3 Date: Click or tap to enter a date. February 7,2024 Meeting 4 Date: Click or tap to enter a date.February 12,2024

## Team Meetings and Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities Discussed** | **Action Items**  (what tasks are assigned to specific group members to complete for next week) | **Present**  **(list initials)** | **Duration**  **(nearest .25 hr)** |
| Research finding | Nithin: Share the research findings with the team before the next meeting. | NN | 4 |
| Difficulties faced | Ashmi: Present the list of hazards and difficulties during the next meeting. | AA | 3 |
| Project proposal overview | George: Circulate the project proposal overview for team review | GE | 3 |
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## Agenda For Next Meeting

**Agenda For Next Meeting (Meeting 2)**

1. Review previous meeting minutes.
2. Discuss Nithin's research findings on current business trends.
3. Analyze Ashmi's list of hazards and difficulties.
4. Present George's project proposal overview.
5. Brainstorm additional project ideas based on client changes

**Next Steps (Action Items)**

1. Evaluate progress on assigned action items from Meeting 1.
2. All Team Members: Come prepared with potential project ideas.

**Review New Action Items**

1. Discuss any challenges faced and seek team input.

**Schedule the Next Meeting**

Determine the date and time for the next meeting based on team availability.