Team Meeting

Meeting called by:	Noelia	Type of meeting:	Virtual Meeting
		Note taker:	Andrea
Timekeeper:	Noelia		

Attendees: Noelia, Andrea, Raymond, Akshitha

Minutes

Agenda item: Discuss Details of Product   **Presenter:** Andrea

Discussion:

We discussed how we wanted to present our product and what features we wanted the app to have.

Conclusions:

We decided on features we wanted and how we wanted our product to work.

Action items	Person responsible	Deadline
✔ Write out how product works and its features	Noelia	12/1/2022
✔ Write out how donations work	Noelia	12/1/2022

Agenda item: Finish Project Slides   **Presenter:** N/A

Discussion:

Deciding on when we wanted to finish slides

Conclusions:

Self-Explanatory

Action items	Person responsible	Deadline
✔ Finish Slides	Everyone	12/1/2022

Agenda item: Finish dividing up work   **Presenter:** All

Discussion:

Divided up work between everyone.

Conclusions:

Everyone was assigned final parts

Action items	Person responsible	Deadline
✔ Finish wireframes and research	Akshitha	12/1/2022
✔ Discuss social impact and competitors for our product	Raymond	12/1/2022
✔ Flesh out product features and discuss how donations work	Noelia	12/1/2022