Team Meeting

Meeting called by:	Xavier Ruiz	Type of meeting:	Introductions
Facilitator:	Xavier Ruiz		
Timekeeper:	Xavier Ruiz		

Attendees: Altin Marku, Thoa Le

5 Minutes

Agenda item: Introduce ourselves to each other & plan on how we communicate   **Presenter:** Xavier Ruiz

Discussion:

Gathering times we are available, exchanging contact info

Conclusions:

Get Contact Info.

Action items	Person responsible	Deadline
✔ Exchange Info	All team members	By end of meeting

20 Minutes

Agenda item: Drafting the layout of our presentation   **Presenter:** Xavier Ruiz

Discussion:

Before creating a presentation lay out the topics and discuss how we will present each

Conclusions:

Every Team member understands how we will section each topic

Action items	Person responsible	Deadline
✔ Drawn Diagram outlining the topics	Xavier Ruiz	By end of meeting

Other Information

Observers:

N/A

Resources:

N/A

Special notes:

N/A

Team Meeting

Meeting called by:	Xavier Ruiz	Type of meeting:	Progress Update
Facilitator:	Xavier Ruiz	Note taker:	Xavier Ruiz
Timekeeper:	Xavier Ruiz		

Attendees: Altin Marku, Thoa Le

Please read: Our Presentation

Please bring: N/A

30 Minutes

Agenda item: Discuss our progress on our presentation   **Presenter:**   Xavier Ruiz

Discussion:

Do we need more information? If so, how could we include it or omit previous information? Also, have each presenter discuss their part of the presentation

Conclusions:

Understanding each other's roles/sections.

Action items	Person responsible	Deadline
✔ Continue assigned section	All team members	Next Meeting

Other Information

Observers:

N/A

Resources:

N/A

Special notes:

N/A