

Members: Quinn, Matt, Taqi, Jamie, Aidan Time: Topics (agenda):

- personality tests
 - feedback / accountability
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Topics discussed - what we talked about (brief):

Meetings - we should have an agenda and a declarative start time. We haven't done this so far 🙄

Full Input - giving your thoughts on decisions, if we have to grill people for their choice then so be it.

Feedback/Criticism will be through a sandwich method. Hit them with kindness, then what they can change, then furthermore another compliment. 😊 Accountability - ensure you are keeping up with the schedule, if you aren't let people know

Outcomes - decisions we made

- ☐ we will end meetings with golf claps
- ☐ WHEN ARE THE DOCUMENTS DO?
- ☐ WHAT DO WE NEED TO DO NEXT?

TLDR - notes summed up:

- make sure to declare when meetings happen, otherwise notes won't be taken (whoops)
- participate in conversations, tell people how you feel about your work or theirs.