Notes of Meeting (ACI-F21-001) held via Zoom Conference on 29th September 2021 at 5 pm.

PRESENT

NAME	INITIAL	ROLE	EMAIL	NUMBER
Marlon Solomon	MS	Afrimericanone PM	marlon@afrimericanone.org	781-690-1908
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Colin Regan	CR	NEU Team	regan.col@northeastern.edu	914-707-8332
Jay Walendra	JW	NEU Team	walendra.j@northeastern.edu	857-207-8302
Jayesh Zambare	JZ	NEU Team	zambare.j@northeastern.edu	617-840-7050
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Tejas Raut	TR	NEU Team	raut.te@northeastern.edu	857-264-884

INTRODUCTION/APOLOGIES/ADOPTIONS

- Majority of Project TEAM present, quorum was reached.
- The minutes of this meeting will be shared with the project team.
- Ashwin let the team know he won't be able to join the meeting. JB had to leave the meeting midway.

PROJECT UPDATES

- MS Introduced KU to the format of the "Notes of the Meeting" and explained the team of each of the sections of the Notes.
- MS gave the team a detailed breakdown of the two projects:
  - Food Justice
  - Web App
- MS gave the following updates for the Food Justice Project:
  - Updated team with the work of the Spring 2021 teams' work.
  - Two parts to project: School side and Community benefits side.

- - This project is ongoing and critical.
    - Team will have to research restaurants in the community to ensure food is as authentic as possible.
  - MS gave the following updates for the Web App Project:
    - Need to come up with schematics and diagrams for the App.
    - App to work out differences and create more inclusion.
    - Cost analysis is important, need to keep within budget.
    - Team inexperienced with Web App development but keen to learn.
  - MS stated the Web App should have the following features:
    - Meetings can be scheduled in Zoom or in-person.
    - Each user can create profiles for a more interactive experience.
    - Users can reach out to each other.
    - Users can put an availability option to book a preferred circle (like Uber).
  - MS gave the team the breakdown of the project schedule.

ACTIONS

- NEU Team needs to decide the format of the teams, the two options:
  - Team splits into two for the two projects. 5-7 for Food Justice and rest for Web App.
  - The whole team works on both projects.
- Team needs to decide the weekly meeting time for the NEU Team meet.

NEXT MEETING

- Team needs to update MS about the configuration of the teams

DISTRIBUTION

- All the participants present along with Ashwin, Saurabh and Sai to get the minutes of the meeting updated on the common drive.