

Notes of Meeting (ACI-F21-002) held via Zoom Conference on 6th October 2021 at 5 pm.

**PRESENT**

NAME	INITIAL	ROLE	EMAIL	NUMBER
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**INTRODUCTION/APOLOGIES/ADOPTIONS**

- Majority of Project TEAM present, quorum was reached.
- The minutes of this meeting will be shared with the project team.
- Tejas let the team know he won't be able to join the meeting.
- TEAM confirmed no corrections/omissions in ACI-F21-001. Previous notes were adopted.

**PROJECT UPDATES**

- MS stated that today's class would be partly about us using the official minutes during the meeting.

- Team gave a detailed breakdown of how they wish to approach the two projects:
  - Food Justice - Team split finalized: JW, JZ, JF, KJ, RJ, SK, SP.
  - Web App - Team split finalized: AM, CR, Tejas, KU.
  - Team decided to work on their respective teams independently but have one common meeting to have common idea sharing and resources.
  - Team decided that at each meeting each team critiques the work of the other team.
- MS updated the drive.
- MS wrote a letter to the community benefits org, tomorrow meeting follow up.
- MS gave a detailed breakdown of project updates and the team gave their inputs:
  - Community benefits:
    - Primary purpose to get a CBA (Community Benefits Agreement) for the target area.
    - Focus on West St/River St on area.
    - CID - think and deal with establishment.
    - IAG is politically driven.
    - Our job is to map out, give them things they need to think about and processes to follow.
    - KU asked MS to share the community benefit resources.
    - CR asked what we should look out for.
    - MS is going to reach out to Will again.
    - Aiming for associate level education in the CBA.
    - KU asked for a stakeholder list, MS said to focus on the top board.
  - School:
    - In orientation phase.
    - Need to update the cultural calendar.
    - Future Chefs - allow people to cook. We can use this for training purposes/practice.
  - Web App:
    - We need to learn what restorative justice is about.
    - MS teaches a classroom for restorative design.
    - MS designed 3 layouts for the circle:
      - 6 students
      - 6 students & 1 facilitator
      - No table option
    - Sign up as a participant or facilitator for virtual, will put in-person option later.
    - Our app is primarily for teachers, so that they can practice restorative circles outside of classrooms to be able to be more effective in the class.
    - We need to decide the number of people per table, the kind of tools needed (like name shuffler/randomizer or writing/graphing) in the table.
    - Slido.
- SWOT in 3 weeks, one team does the SWOT of the other.

## ACTIONS

- Team needs to start brainstorming ideas.
- Team needs to catch up on resources on the drive.

## NEXT MEETING

- Team will work on outlines.

## DISTRIBUTION

- All the participants present along with Tejas to get the minutes of the meeting updated on the common drive.