

Notes of Meeting (ACI-F21-003) held via Zoom Conference on 13th 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.
- Rohit let the team know he won't be able to join the meeting.
- TEAM confirmed no corrections/omissions in ACI-F21-002. Previous notes were adopted.

**PROJECT UPDATES**

- MS gave an introduction to SWOT.
- Asberry Introduction.
- CBA:

- Team showed MS the visual concept for the CBA.
- Team decided to reduce the content of the CBA to make it easier to read.
- Cultural:
  - Primary focus to upgrade authenticity.
  - New calendar gives links to resources, videos and improves communication of food - how to make it.
  - Future chefs - issue to set it up (Need the updated calendar, chef).
- Web App
  - Primary focus website not mobile app, mobile browser secondary concern.
  - Scheduling/Restorative circles are the primary component of App with Virtual integration.
  - App initially for teachers, students will be a part of it later in the life cycle.
  - Two types of people groups in App:
    - Facilitator/Circle Keepers.
    - Participant.
  - No fixed budget but we need to keep it realistic and try to focus on quality.
  - JF recommended integrating Google/Microsoft along with zoom.
  - Add In-person option.

## **ACTIONS**

- SWOT analysis.

## **NEXT MEETING**

- Team will brainstorm new ideas.

## **DISTRIBUTION**

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