Notes of Meeting (ACI-F21-004) held via Zoom Conference on 20th 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.
- Jay let the team know he won't be able to join the meeting.
- TEAM confirmed no corrections/omissions in ACI-F21-003. Previous notes were adopted.
- 8 WEEKS LEFT.

PROJECT UPDATES

- MS accepted the deadline change or the project from 17 December to 15 December, that KU let him know about
- CBA:
    - Team showed MS the working document for the CBA.
    - Team decided to reduce the content of the CBA to make it easier to read.
    - MS to follow up with committee (Community Input Board- CIB), next meeting on November 4 at 6pm until 7.
    - KU needs to set up a calendar invite for the above meeting.
    - MS needs to follow up on Ms Marcia to introduce MS to CBA expert.
    - MS needs to follow up on Somerville contact.
- Food Justice:
    - Future chefs - issue to set it up (Need the updated calendar, chef).
    - KJ presented draft of new Cultural calendar - cultures, dishes and recipes; spreadsheet of restaurants with details
    - MS recommended survey
- Web App
    - 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.
    - KU and TR presented the web app concept.
    - MS liked the concept and decided to use it as the base for further upgradation.
    - MS will show us already existing zoom tools.
    - MS recommended mock circle meeting.

ACTIONS
- SWOT analysis.
- Team needs to come up with survey questions.
- Research web app cost factors.
- Need to confirm and cross check the list of ingredients that are available/accessible in the school.

NEXT MEETING

- Team will brainstorm new ideas.
- Team will update current and accepted ideas

DISTRIBUTION

- All the participants present along with Prof. Bleakney and Jay to get the minutes of the meeting via mail as well as updated on the common drive.