**Record**

Team: Rocket Term 1, Day 2

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| **Preparation for term1, day2** | | | | | |
| 9.20.2017 | | 4pm to 5pm | | Library | |
| Meeting called by | Raven Adams (Team Leader) | | | | |
| Type of meeting | In Person | | | | |
| Facilitator | Osman O | | | | |
| Note taker | Dani Clifford | | | | |
| Timekeeper | Sarav Simranpal Kaur Kular | | | | |
| Present/Regret/Absent | All are present | | | | |
| **Work on Previous Mistakes:** | | | | | |
| PRESENTER | Raven Adam | | | | |
| Discussion | Improve ideas and presentation method and some changes in rubric. | | | | |
| Here we make some discussion about improving our presentation in class and some changes that we want to make than | | | | | |
| previous week. | | | | | |
| Conclusions | Come up with a lot of new ideas and distribute the responsibilities to each member in group | | | | |
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| Action Items | | | Person Responsible | | Deadline |
| Take notes | | | Raven Adams | | Current night |
| **Addition in Rubric:** | | | | | |
| 9:20pm to 10:30pm | Dani Clifford | | | | |
| Discussion | Description of rubric | | | | |
| By going through point of view of all group members, we decide rubric. It is actually electronic meeting that doesn’t | | | | | |
| help us anymore. | | | | | |
| Conclusions | By looking at limitations of electron meeting , we decide to meet in person which is really | | | | |
| very helpful. | | | | | |
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| Action Items | | | Person Responsible | | Deadline |
| Key points on which evaluation takes place | | | Dani Clifford | | Friday,15 sep |
|  | | |  | |  |
| **Member Roles:** | | | | | |
| 1pm to 3pm | Osman O | | | | |
| Discussion | Distributing the roles to each member in the group | | | | |
| Here we decided to allot one team to each group member to evaluate. Also we made discussion about game that is | | | | | |
| being played after evaluation. | | | | | |
| Conclusions | We finalize all the documents and presenting material. | | | | |
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| Action Items | | | Person Responsible | | Deadline |
| Game suggestion | | | Raven Adams | | Mon, morning |
|  | | |  | |  |