Team Meeting

Meeting called by:	Michael So	**Type of meeting:**	Initial Meeting
Facilitator:	Julian	**Note taker:**	Michael
Timekeeper:	Minutes tracked on Discord		

Attendees: Michael So, Julian H, Adriana C, Dennis T

Please read: Assigned Case Study

Please bring: Electronic device

5 Minutes

Agenda item: Organize future meetings/discuss problem   **Presenter:**
Michael So

Discussion:

- Team Introductions
- Availability
- Set up documents

Conclusions:

Team will meet once a week on either Monday/Tuesday.

Action items	Person responsible	Deadline
✓ Create google doc	Julian H	11/15
✓ Create google slide	Adriana C	11/15
✓ Enter action items here	Dennis T	11/15

Other Information

Observers:

Enter observers here.

Resources:

Enter resources here.

Special notes:

Enter any special notes here.