**Meeting Summary 2/22**

1. **Discussion Agenda**
2. Set up Communication Channel
3. Set up Preferred Recurring Meeting
4. Get Stakeholders List
5. Get Organization Chart
6. Understand:

* General Project Background
* Client’s Expectation
* Website Target Users
* Information about Project Concurrency

1. **Notes on Communication**
2. **Recurring Meeting:**

* We will have one to two recurring meetings per week
* Current time is set for 9:30 – 10:00 AM, Tuesday and Thursday. Potentially looking forward to changing to a 1-hour meeting instead of two 30-min meetings

1. **In-person meeting**

* MAVDEV is open to in-person meetings anytime since TXACC is near UT campus

1. **Point of contact**

Vivian Bui

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1. **Notes on Communication**

* Information about Meeting Agenda will be sent ***at least more than one day*** before each meeting, attached to the *Zoom invitation*
* Meeting Summary will be sent out at the end of every team meeting
* All Meeting Documents can be accessed at UT Box: <https://utexas.box.com/s/4fez1s09vf07lwzduc5pcevow0e7efz1>

1. **Project Tracking**

* Trello Board will be the tool we use to keep track of our project progress:

<https://trello.com/b/r8DXAHG0/txacc-project-tracking>

1. **Next Meeting**

* Time: Thursday, 2/24 @9:30AM
* Location: Zoom
* Meeting Agenda and Zoom Invitation will be sent out later tonight (2/22) between 9-10PM