**Meeting Summary 3/22**

1. **Discussion Agenda**
2. Scheduling for Demo
3. Walkthrough: User Stories on Trello Board
4. Feasibility Matrix
5. Sprint Strategy Planning
6. **Meeting Notes**
7. **Demo Schedules**

* Tribe – Wednesday, 03/23/2022 @11:30AM
* Honeycomb – Friday, 03/25/2022 @3PM

1. **Our priority this week**

* Our main focus for this week is to complete the Charter Report
* Link to the Charter: <https://utexas.box.com/s/hudejhrn0qasyge0l0op7r7t57cs6htv>

1. **Sprint Kick-off**

* Date and time: Wednesday, 03/30/2022 @5PM
* *Detailed information about the Sprint Kickoff is attached to this summary*
* Zoom Invitation is sent out along with this summary
* Feel free to reach out to me (Vivian) if you need more information or have questions about the Sprint Kick-off

1. **Trello Board**

* Project Tracking (For Meetings and Development)

<https://trello.com/b/r8DXAHG0>

* For Charter Deliverables

<https://trello.com/b/sucG4Wpv>

1. **Next Meeting**

* Time: Friday, 3/25 @2:00PM
* Location: Zoom
* Meeting Agenda and Zoom Invitation will be sent out on Thursday (03/24)