

Team Meeting

Date 4/22

Time 6:30 p.m

Location Online

Meeting called by:	Fenil Rana	Type of meeting:	Continuing on the Powerpoint
Facilitator:	Robert Hall	Note taker:	William Kaminski
Timekeeper:	Esteban Martinez Mesa		

Attendees: William Kaminski, Robert Hall, Fenil Rana, Esteban Martinez Mesa

4/22 Meeting Minutes

Agenda item: Making changes on powerpoint presentation **Presenter:** Fenil Rana

Discussion: Discussed presentation requirements and deadline.

Conclusions: We decided that the best structure for our case is the problem-solution structure, and discussed several ideas that would attract users to our app and gain a competitive edge.

Action items	Person responsible	Deadline
✓ Divided work amongst peers	Robert	4/26
✓ Set expectations for presentation	William	4/26
✓ Decided the order for presenting	Esteban	4/26