Agenda and Minutes - Team 6 2024-03-20

Version: 1.0

|  |  |
| --- | --- |
| **Meeting Purpose** | Weekly Team Meeting/Scrum |
| **Meeting Objective** | * Discuss website design * Begin website implementation |
| **Date/Time** | Wednesday, March 20, 2024. 11:30am – 12:55pm |
| **Location & Contact Info.** | 349 Group Study Room – In person |
| **Leader** | Xavier Wood |
| **Facilitator** | Lane Meadows |
| **Scribe** | Brianna Bumpus |
| **Other Information** | N/A |

**P**: Enter an X in this column, if the individual is present. **Name**: Enter the name of the participant

**Miss So Far**: Enter the number of online/face-to-face sessions the individual has missed since the beginning of the project

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Attendees** | **P** | **Missed**  **So Far** | **Name** | **P** | **Missed**  **So Far** | **Name** | **P** | **Missed**  **So Far** | **Name** |
| X |  | Brianna Bumpus | **X** |  | Xavier Wood |  |  |  |
|  | X |  | Lane Meadows |  |  |  |  |  |  |

| **Agenda & Minutes Discussions** | | | | |
| --- | --- | --- | --- | --- |
| **#** | **Duration** | **Discussion Item** | **Discussion Result** | **Responsible** |
|  | 5 min. | Introduction |  | Everyone |
|  | 30 min. | Determine how the website should look and function |  | Everyone |
|  | 50 min. | Begin implementation of website ideas |  | Everyone |
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|  |  |  |  |  |
|  |  |  |  |  |
|  | - | Adjourn |  | Everyone |

# Decisions Reached

| **Decision** | **Date** |
| --- | --- |
|  |  |
|  |  |

# Action Items

| **AI #** | **Description** | **Assigned to** | **Due Date** | **Status** |
| --- | --- | --- | --- | --- |
| 001 |  |  |  |  |
| 002 |  |  |  |  |