

## Meeting Minutes - Team Meeting October 12th, 2022

Time	Notes
6:30pm	<b>Meeting start</b> <ul style="list-style-type: none"><li>● All team members present</li></ul>
	<b>Website Discussion</b> <ul style="list-style-type: none"><li>● Requirements for the website<ul style="list-style-type: none"><li>○ Get the bones of the website done (technologies, team, project, demo, deliverables archive, etc)</li></ul></li><li>● Website bones are due on Friday (14th of October)</li><li>● Chris and Quinton doing website</li><li>● Have less than half a dozen pages - create the templates and basic outline, the rest can be filled in later.</li><li>● Using Hugo to do the templates and outline of the website</li></ul>
	<b>Team Meeting Thursday</b> <ul style="list-style-type: none"><li>● Go over the presentation / finalize slides and speakers</li></ul>
6:45pm	<b>Weekly Task Report</b> <ul style="list-style-type: none"><li>● Email to Vahid and Leverington as a PDF by the meeting tomorrow (or turn in as physical copy)</li><li>● Build task report for this week from template</li><li>● GDrive cleanup, moving templates to proper folders, etc</li></ul>
7:00pm	<b>Meeting End</b>