Meeting Minutes - Mentor
October 6th, 2022

Time	Notes
6:30pm	**Meeting Start** ● All team members present
6:35pm	**Task Reports** ● Submit task reports in PDF format ● For specific tasks, don't break into separate tasks for each team member. Put everything in one block and split the team members responsible for each percent ○ Task description - Put everything you have done, as well as everything attempted or not finished yet. ● Provide evidence in task reports that you have accomplished the task. Screenshots, code snips, videos, etc.
	Mini-Intro ● Finalize task load today, task will be assigned tomorrow. ● Invite the client to mini-intro if possible
	Feasibility Draft ● Starting early - will be one of the most important documents.
6:40pm	**Team Meeting End**