

MEETING MINUTES

Topic: Project Requirements

Wednesday, February 17, 2021

1:30 pm – 2:00pm pm

Minutes recorded by Scott Mesoyedz

Meeting called by Sean McGee

Attendees: Scott, Sean, Travis, and Conner

Please bring: N/a

Table 1. Record of meeting.

2:55 pm to 3:00 pm	Planned Presentation 2 <ul style="list-style-type: none">• Discussion led by Travis• Travis has been busy and wants to meet Saturday to do the bulk of the work.• Team agrees teachers have assigned a lot of homework in recent time.	MS Teams
3:00 pm to 3:05 pm	Discussion of Team conflict resolution process <ul style="list-style-type: none">• Discussion led by Sean• Went over basics of what is expected by the next meeting.• Everyone agreed to have a few designs ready by the next meeting and upload them to MS Teams.	MS Teams

Table 2. Tasks Assigned.

Task	Person Assigned	Due Date	Date Complete
Students must come up with 2 to 3 designs for each sub function previously discussed.	All Students	2/20/21	

Next formal meeting: 2/20/21, MS Teams, at 12:00 pm.