

# MEETING MINUTES

## Topic: Project Requirements

Tuesday, April 7, 2020

12:00 pm – 1:00pm

Minutes recorded by \_\_\_\_\_

Meeting called by \_\_\_\_\_

Attendees: \_\_\_Sam, Brianna, Jichao\_\_\_\_\_

Please bring: \_\_\_\_\_

Table 1. Record of meeting.

<b>12:00 pm to 12:30 pm</b>	<b>Discussion of Project Poster</b> <ul style="list-style-type: none"><li>• Discussion led by Sam Fox</li><li>• Split sections up within team</li><li>• Finish this week by saturday</li><li>• Where we are at in project</li></ul>	Zoom
<b>12:30 pm to 1:00 pm</b>	<b>Discussion of Future due dates and next meeting</b> <ul style="list-style-type: none"><li>• Discussion led by Sam fox</li><li>• Final Presentation upcoming</li></ul>	

Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Final Poster	All members	4/11/20	
Website Update	Brianna	4/10/20	

**Next formal meeting: 4/13/20, Zoom, at 1:00pm.**