MEETING MINUTES

# Topic: Elevator Pitch

## Wednesday, April 15, 2020

## 10:45 am– 11:55 pm

**Minutes recorded by \_Rachel Watanabe\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by** **Rachel Watanabe**

**Attendees: Rachel Watanabe, Toren Schurb, and Jayne Sandoval**

**Please bring:** Laptops/device to access online team docs; be prepared to update the team on any new info; Be on time for voice chat; be prepared to record the elevator pitch

**Table 1. Record of meeting.**

|  |  |  |
| --- | --- | --- |
| 10:45 am to 10:45 am | **Updates*** Discussion led by Rachel Watanabe
* Jayne’s update on Bankability
	+ asked Toren and Rachel questions
	+ went over her numbers again
* Toren
	+ hasn’t gone through teams notes on his elevator pitch
	+ hasn’t worked on the PowerPoint presentation that Rachel started
 | Microsoft Teams |
| 11:00 to end | **Elevator Pitch*** Discussion led by Rachel Watanabe
* elevator pitch
	+ everyone re-read over the pitch document
		- made edits and discussed what needed to be kept and what could be excluded
	+ PowerPoint for the pitch
		- the team worked on finishing the PowerPoint that goes with the pitch
	+ Toren tasked with recording and sharing with the team by the end of the day since it wasn’t done during the meeting like planned
 | Microsoft Teams |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned**  | **Due Date** | **Date Complete** |
| bankability and riskBankability still needs to get doneBankability still needs to get done | JayneJayneJayne | Original:3/13/20Extended:4/1/20Extended:4/12/20Extended:4/16/20 | Risk:4/1/20 |
| CUP draft | Everyone | 4/10/20 | 4/10/20 |
| Fully completed final report draft | Everyone | 4/16/20 |  |
| Make a formal PowerPoint Presentation  | Everyone | 4/14/20 |  |
| Add a professional picture to Zoom | Everyone | 4/17/20 |  |
| elevator pitch speech doc | Toren | by end of day: 4/13/20 | LATE:4/14/20 |
| Edit/comment on elevator pitch speech doc | Rachel & Jayne | 4/14/20 | 4/14/20 |
| make any necessary changes based on feedback to the pitch doc | Toren | before meeting: 4/15/20 | Late:during meeting 4/15/20 |
| elevator pitch presentation (ppt) | Everyone | before meeting: 4/15/20 | Rachel: 4/14/20 Jayne: before meeting (4/15/20)LATE:Toren: during meeting 4/15/20 |
| long presentation record | Everyone | 4/17/20 |  |

**Next formal meeting: 4/17/20, Zoom, at 11:00 am.**