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 risk  Bankability still needs to get done  Bankability still needs to get done | Jayne  Jayne  Jayne | Original:  3/13/20  Extended:  4/1/20  Extended:  4/12/20  Extended:  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.**