

# MEETING MINUTES

Topic: Fan flyer

Wednesday: 3/25/2019

Meeting called by: David Willy

Minutes completed by: Faisal Almutairi

**Attendees: (All Team Members), David Willy, Brandon Begay**

**Please bring:** Meeting agenda;

**Executive summary:**

Key items to be discussed in the meeting will be the status of the website, .

	<b>Old Meetings</b> <ul style="list-style-type: none"><li>• Overview on changes since last meeting</li></ul>	2 Minutes
	<b>Project Website</b> <ul style="list-style-type: none"><li>• Questions on the website and what should be changed in the website</li></ul>	5 minutes
	<b>Project Status</b> <ul style="list-style-type: none"><li>• Status on the project and what needs to be done in the near future or at the moment</li></ul>	5 minutes
	<b>Project Analysis</b> <ul style="list-style-type: none"><li>• Progress on the analysis of each individual person in the group</li></ul>	5 minutes
	<b>Project Prototyping</b> <ul style="list-style-type: none"><li>• What should we prototype and what should the deliverable of the prototype</li></ul>	3 minutes

Upcoming requirements:

1. Get in contact with client and propose the analysis of the project.
2. Complete the analysis reports
3. Begin thinking prototypes that should be made that meet the requirements.