

# MEETING MINUTES

## Topic: Team Meeting

Monday, August 17, 2020

11:30 am – 12:15 pm

Minutes recorded by: Jackie Fonseca

Meeting called by: Zack Retzlaff

Attendees: Richard Campos, Jackie Fonseca, Zack Retzlaff, Jacob Belin

Please bring: Yourself, Computer to log onto Teams Meeting

Table 1. Record of meeting.

<b>11:30 – 11:35am</b>	<b>Budget Discussion</b> <ul style="list-style-type: none"><li>• Jacob announced to the team the budget amount</li><li>• The team discussed how to manage the budget wisely</li></ul>	Microsoft Teams Online Meeting
<b>11:35 – 11:40am</b>	<b>Review Class Schedule</b> <ul style="list-style-type: none"><li>• Richard brought up the class schedule to see when different tasks must be accomplished</li><li>• For now the team must focus on purchasing in order to stay on schedule</li><li>• Jackie also thought it be best to review Gantt Chart and Bill of Materials</li></ul>	
<b>11:40 – 12:00pm</b>	<b>Review and Edit the Bill of Materials</b> <ul style="list-style-type: none"><li>• Jacob pulled up the Bill of Materials</li><li>• The team looked through and made editorial changes to it, added needed items, and discussed what was on there</li><li>• Brief discussion about what objects have priority to purchase as soon as possible</li></ul>	
<b>12:00 – 12:10pm</b>	<b>What to do next Discussion</b> <ul style="list-style-type: none"><li>• Each member must complete their own Self Learning</li><li>• Zack initialized the planning of the Staff Meeting</li></ul>	
<b>12:10 – 12:15pm</b>	<b>Task Assignment</b> <ul style="list-style-type: none"><li>• Zack will create the Agenda for the next Meeting</li><li>• Richard will update the Gantt Chart</li><li>• Jacob will update the Bill of Materials</li><li>• Jackie will upload the minutes and edit Website</li></ul>	

Next formal meeting: 8/19/20, Zoom Staff Meeting @ 11:50am

