

MEETING MINUTES

Topic: Client – Staff Meeting

Date: Wednesday, September 09, 2020

Time: 11:30 pm – 12:30 pm

Location: WebX Meeting

Minutes recorded by Jacob Belin

Meeting called by All Members

Attendees: All Group Members

Table 1. Record of meeting.

11:30am-11:45am	<ul style="list-style-type: none">This meeting was called by GA and they wanted to review our teams decisions and explanation on how our model is coming along. We spent the first part of the meeting discussing this.
11:45am-11:50pm	<ul style="list-style-type: none">Reviewed how we will contact the client for the remainder of the semester and requested some documents.
11:50pm-12:30pm	<ul style="list-style-type: none">Had a close out meeting on Microsoft teams to determine how we want to use the week this.We will be meeting Friday to look over our inventoryWe are continuing to work on the code and trying to learn how to mesh them together

Next formal meeting: 09/11/2020 – Teams Call with crew

Next members responsible for agenda: Richard Campos

and meeting minutes: Jackie Fonseca