WEEKLY MEETING AGENDA

# Topic: Starting the Project

**Attendees: (All Team Members)**

**Please bring:** Schedules, phones and laptops

|  |  |  |
| --- | --- | --- |
| Meeting 1:Monday, August 17,2020 5:30pm-6:00pm | Decide on when the group will be meeting  * The team needs to set a time to meet with Dr. Trevas * Also needs to decide what other times during the week they will meet | Zoom |
| Meeting 2: Wednesday, August 19, 20203:15pm-4:00pm | **Discuss the Project and start team charter**   * We need to set jobs, who is project manager, website developer, document manager, client contact and budget manager. * Decide how to breakup/ start team charter. | Microsoft Teams |
| Meeting 3: Friday, August 21, 2020 2:00pm-3:00pm | Discuss the team charter  * Decide on rules for the team charter * Break up the rest of the tasks to finish the charter before the Monday due date | Microsoft Teams |

Upcoming requirements:

1. Team charter
2. Meeting with client
3. Self-Learning Assignment

Tasks to be completed prior to meeting:

|  |  |  |  |
| --- | --- | --- | --- |
| Group Member | Task | Start Date | End Date |
| All Members | Write personalities for charter and do signature | 8/17/2020 | 8/22/2020 |
| Brittney Rogers | Work on team charter | 8/17/2020 | 8/22/2020 |
| Randall Holgate | Work on team charter | 8/17/2020 | 8/22/2020 |
| Jessie Russell | Work on team charter | 8/17/2020 | 8/22/2020 |
| Noah Kincheloe | Work on team charter | 8/17/2020 | 8/22/2020 |
| Wesley Garcia | Work on team charter | 8/17/2020 | 8/22/2020 |

MEETING MINUTES

# Meeting 1 Topic:

## Date: Monday, August 17, 2020

## Time: 5:30pm- 6:00pm

**Location: Zoom**

**Minutes recorded by Brittney Rogers \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Brittney Rogers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_All Group Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 5:30pm-5:40pm | **How the meetings will happen**   * Discussion led by Dr. Trevas. * Team discussed |
| 5:40pm to 5:50 pm | Decide on a time and day for meetings with Dr. Trevas  * Discussion led by Dr. Trevas. * We decided that we will meet with Dr Trevas on Mondays at 2:30pm-3:00pm. * We will decide if this is for the whole semester once we find out times that work for the client. |
| 5:50pm to end | Plan for next meeting  * We decided that we will meet again on Wednesday in order to start the project charter and to start working on the project. |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Look at the project charter | All team members | 8/19/20 | 8/19/20 |
| Look at the ground rules | All team members | 8/19/20 | 8/19/20 |

**Next formal meeting: 8/19/2020, Teams, at 3:15pm.**

# Meeting 2 Topic:

## Date: Wednesday, August 19, 2020

## Time: 3:15pm- 4:00pm

**Location: Teams**

**Minutes recorded by Brittney Rogers \_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_

**Meeting called by**  **Brittney Rogers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Attendees: \_\_All Group Members\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 3:15pm-3:30pm | **Discuss Meeting times**   * Team discussed when the three meeting will be * Decided Monday with Dr. Trevas at 2:30pm-3:00pm * Wednesday at 3:15pm-4:00pm * Friday at 2:00pm-3:00pm |
| 3:30pm to 3:45 pm | Discuss Project charter  * Decided project jobs. * Started looking at the project charter and started writing group projects together. |
| 3:45pm to end | Plan for next meeting  * Decided who would do certain parts of the project charter * Decided we would write the team rules together next meeting once everyone looked at the ground rules. |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Write Personalities and do signatures for project charter | All team members | 8/22/20 |  |
| Email client | Wesley Garcia | 8/21/20 |  |
| Come up with ground rules | All team members | 8/21/20 |  |
| Work on team charter | All team members | 8/21/20 |  |

**Next formal meeting: 8/21/20, Teams, at 2:00pm.**

# Meeting 3 Topic:

## Date: Friday, August 21, 2020

## Time: 2:00pm- 3:00pm

**Location: Teams**

**Minutes recorded by Brittney Rogers**

**Meeting called by** **Brittney Rogers**

**Attendees: \_\_All Group Members except Randall Holgate (discussed prior to meeting)**

**Table 1. Record of meeting.**

|  |  |
| --- | --- |
| 2:00pm-2:15pm | **Discuss Progress on team charter**   * Discussion led by Project Manager, Jessie Russell. * Team discussed what progress has been made on the charter and decided what else still needs to be done. |
| 2:15pm to 2:45 pm | Discuss Team Charter  * Discussion led by Project Manager, Jessie Russell. * We decided on team rules and Brittney wrote down the notes in the team charter. * We then went through the rest of the charter to finish all group parts. |
| 2:45pm to end | Plan for next meeting/Week  * Noah Kincheloe is minutes recorder and writer for next week. * Everyone needs to finish their personalities, signatures and parts for the team charter. * Decided Noah would get the document in the right form and turn it in when everyone is done reviewing it. |

**Table 2. Tasks Assigned.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Person Assigned** | **Due Date** | **Date Complete** |
| Finish Personalities and do signatures for project charter | All team members | 8/22/20 |  |
| Finish reviewing team charter | All team members | 8/22/20 |  |
| Fix format of charter and turn it in | Noah Kincheloe | 8/23/20 |  |

**Next formal meeting: 8/24/20, Zoom, at 2:30pm.**

**Next members responsible for agenda: Noah Kincheloe**

**and meeting minutes: Noah Kincheloe.**