

MEETING MINUTES

Topic: Staff Meeting

Wednesday, January 20th, 2021

2:20 – 2:40pm

Minutes recorded by ___Dallany Segura___

Meeting called by ___David Willy___

Attendees: ___ David Willy, Daniel Castano and Dallany Segura___

Please bring: ___N/A___

Table 1. Record of meeting.

2:15 pm to 2:20 pm	Introductions <ul style="list-style-type: none">• Discussion led by Dallany Segura• Each member introduces themselves and their roles in the project	MS Teams
2:20 pm to 2:35 pm	Discussion of Project <ul style="list-style-type: none">• Discuss primary form of contact, and the use of MS Teams for the project• Discuss current progress and review Gantt chart• Review the deliverables for presentation 1	MS Teams
2:35 pm to end	Conclude meeting and prepare for next meeting <ul style="list-style-type: none">• Discuss team expectations• Ask unanswered questions• Restate team expectations• Schedule a time for next meeting	MS Teams