

# MEETING MINUTES

## Topic: Staff Meeting #3

Tuesday, February 16th, 2021

7:30 – 7:40pm

Minutes recorded by  Dally Segura

Meeting called by  David Willy

Attendees:  David Willy, Daniel Castano and Dally Segura

Please bring:  N/A

Table 1. Record of meeting.

<b>7:30 pm to 7:40 pm</b>	<b>Upcoming Deliverables</b> <ul style="list-style-type: none"><li>• Discussion led by David Willy</li><li>• Short meeting to allow team to work on presentation 2</li><li>• Preliminary report due 03/05<ul style="list-style-type: none"><li>○ Start adding stuff to the report</li></ul></li></ul>	MS Teams
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Table 2. Tasks Assigned.

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
Presentation 2	Team	02/21/21 11:59pm	02/21/21 11:59pm
Presentation 2 recording	Team	02/23/21 11:59pm	02/23/21 11:59pm
Preliminary report	Team	03/05/21 11:59pm	03/05/21 11:59pm