

# Close Out Meeting

## Meeting Minutes 5/6

**Date:** 5/6/19

**Group Name:** Mind Over Matter

**Start Time:** 5:00pm

**End Time:** 6:49pm

**Attendees:** Gaby, Stephanie, Isabella, Dalton, Kevin

**Absent:** N/A

**Topic:** close down

**Pre-meeting Materials for Review:**

- Presentation draft on Google

**Agenda:**

- Finalize Project Presentation
- Peer evaluation
- Lessons Learned

**Description of Activities:**

- Putting together Final Presentation
- Open discussion on experience
  - Everyone scored pretty high and even
- Lessons Learned Completed

**Action Items:**

What	Who	By When
Talk to Megan in the morning if no contact made	Isabella	9:30am 5/7/19
Meet up again to rehearse presentation	All	10:30am 5/7/19
Gather all documents	Isabella	10am 5/7/19

**Unresolved Issues:** Megan hasn't gotten back to us since our meeting this morning. A reminder Email was sent late afternoon. Isabella will visit Megan in the morning if contact is not made by midnight.