

Meeting Minutes 2/20

Date: 2/20/19

Group Name: Mind Over Matter

Start Time: 12:00

End Time: 1:04

Attendees: Dalton, Stephanie, Gaby, Isabella, Kevin

Absent: N/A

Topic: Meeting to create Scope Statement and Project Charter.

Pre-meeting Materials for Review:

- Dr. Deane's website for Scope and Charter templates

Agenda: Fill out Scope Statement and Project Charter with information obtained from meeting with sponsor on 2/14

Description of Activities:

- Scope Statement 1.0
 - Determined what we wanted our projects purpose to be and why
 - Discussed scope description
 - might need to expand it
 - Project deliverable are established but may need to be expanded
- Project Charter
 - Stakeholders were easily identified
 - goals identified but also might need to be expanded depending on what Megan says

Action Items:

What	Who	By When
Sponsor Sign contract	Kevin	3/6/19
Research Tableau	Dalton	3/6/19
Update website	Isabella	3/6/19

Unresolved Issues: Believe that there are more product-related deliverables to be determined. Need verification from sponsor.

