

Meeting Minutes 2/11

Date: 2/11/2019

Group Name: Mind Over Matter

Start Time: 12:00pm

End Time: 1:30pm

Attendees: Isabella Hardy, Dalton Colyer, Gaby Jordan, Stephanie Orozco

Absent: Kevin Shepard

Topic:

- Creating progress report 1 presentation

Pre-meeting Materials for Review:

- Sponsor confirmation

Agenda:

- Gather all necessary information to put in progress Report 1 and decide roles regarding the presentation.

Description of Activities:

- We all worked on the project presentation slides through the google drive.
- Confirmed that Alison Cross (Director of Rec Sports) is going to be our sponsor.
- We decided why we wanted to do this project and why we were passionate about it. We also went over the deliverables, as well as who will be speaking.
- Check google drive for presentation.

Action Items:

What	Who	By When
Rehearse PowerPoint presentation	Gaby & Kevin	2/12/19
Confirm kick-off meeting with sponsor	Stephanie	2/14/19

Unresolved Issues: N/A