

# Meeting Minutes 3/20

**Date:** 3/20/19

**Group Name:** Mind Over Matter

**Start Time:** 12:00

**End Time:** 1:30

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

**Absent:** Dalton

## **Topic:**

1. Event Scheduling
2. PR2 powerpoint
3. Review comments from Deane
4. Discuss topics for recsports meeting
5. Review documents needed for PR2
6. Update Scope

## **Pre-meeting Materials for Review:**

N/A

## **Event Scheduling**

- talking about the scheduling of the gantt chart
- problem: not sure if the deliverables list will be fully approved by project champion and sponsor
  - will create a mockup list of events in a formal order and see whether scope is desirable, and that sponsor is satisfied with the plan

## **Powerpoint**

- Gaby is keeping the slides as up to date as possible, but has not filled in incomplete portions
- will need to fill in probability/impact matrix, and gantt chart

## **Comments from Deane**

- reviewing the scope
- again, making a list of deliverables and other ideas discussed during internal team meetings will be important.

**Action Items:**

<b>What</b>	<b>Who</b>	<b>By When</b>
Email for meeting with Megan	Stephanie	3/20
Meeting Minutes Finished	Kevin	3/20
Continue with communication between group	All	N/A
Meeting with Deane (Champion)	All who can attend	3/21
Megan Signs Scope	All	3/22

**Unresolved Issues:**

Sponsor -- issues with communication