

Meeting Minutes 3/21

Date: 3/20/19

Group Name: Mind Over Matter

Start Time: 2:00

End Time: 2:30

Attendees: Kevin, Stephanie, Dalton, Jason Deane

Absent: Gaby, Isabella

Topic:

1. Project discussion - overview
2. Review and comments on scope statement
3. Proposed solutions - angles of attack

Pre-meeting Materials for Review:

- Scope-statement (version 1), in team drive under project documents (emailed to project champion)

Agenda:

Introduction

Discussion of project -

- Project explanation
- Goals

Review of Scope Statement

- Possible other ways to accomplish our goals
- Topics to focus on while completing this project
- Other Comments

Proposed solutions - moving forward

Communication issues

Description of Activities:

- Are we sure that x is what we need
- Some used survey - survey the ones that are going to the gym -overall goal is satisfaction
- Move rapidly
- *Ask sponsor about the most effective ways to communicate moving forward

- Understand what we are after
- Design survey instruments
- Multi Semester plan - and the impact of this

Action Items:

What	Who	By When
Communication Plan	Stephanie	
Accurate Reporting on Website	All	N/A

Unresolved Issues:

- Communication Plan to discuss with sponsor
- Clear scope and description of external stakeholders