

Meeting Minutes 3/31

Date: 3/31/19

Group Name: Mind Over Matter

Start Time: 11:00am

End Time: 1:43pm

Attendees: Gaby, Stephanie, Isabelle, Dalton, and Kevin

Absent: N/A

Topic:

- Performance report
- Preparing for progress report 2

Pre-meeting Materials for Review:

- Performance Report on Deane's website
- Old Scope Statement and Charter on Google Drive
- Review docs outlining what to include on Progress Report 2

Agenda:

- Update Scope and Charter
- Finish performance report
- Finish risk management plan
- Finish events schedule

Description of Activities:

- We all worked together on completing the performance report, risk management plan, and event schedule

Action Items: (What needs to be done next – determine who will do it and when they expect it to be done.)

What	Who	By When
Finish Schedule	Kevin	4/3/19
Gantt Chart	Kevin	4/3/19
Communications chart	Stephanie	4/3/19
Contact Megan with updated Docs	Stephanie	4/3/19

Unresolved Issues: Some confusion on what needs to be in the progress report and what doesn't.