

# Meeting Minutes 3/27

**Date:** 03/27/19

**Group Name:** Mind Over Matter

**Start Time:** 11:00am

**End Time:** 1:30 pm

**Attendees:** Stephanie Orozco, Isabella Hardy, Gaby Jordan, Kevin Shepard, Dalton Colyer

**Absent:** N/A

**Topic:**

- How we want to go about our deliverables
- Complete any necessary documents needed

**Pre-meeting Materials for Review:**

- Have looked over survey data

**Agenda:**

- Pick gym users vs non
- Communication plan—sign
- Mock visuals (power BI)
- Email about survey data
- Discuss deliverables (roadmap)

**Description of Activities:**

- Completed Probability/Impact Matrix
- Communications Plan established
- Clearing up any confusion we had
- Consolidated research

**Action Items:**

<b>What</b>	<b>Who</b>	<b>By When</b>
Contact Megan about survey data	Stephanie	3/28/19
Event Schedule	Kevin	3/31/19
Mock Visuals	Kevin and Dalton	3/31/19
Consolidate survey responses	Isabella	3/31/19
Gantt Chart	Gaby	4/2/19

**Unresolved Issues:** Scheduling--need to talk with Megan