

Meeting Minutes 4/18

Date: 4/18/19

Group Name: Mind Over Matter

Start Time: 12:00am

End Time: 1:43pm

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

Absent: N/A

Topic:

- Working on Dashboard
- Project Roadmap

Pre-meeting Materials for Review:

- Finished Tagging for all group members
- Roadmap Google doc

Agenda:

- Get all tagging done
- Create outline for roadmap
- Create contingency plans for risks
- Create summary of communications

Description of Activities:

- We all worked together on completing the performance report, risk management plan, and event schedule
- Individual roles were assigned for roadmap research
- Creation of contingency plans

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
Provide Megan with Website	Stephanie	4/19/19
Wireless access for Roadmap	Stephanie	4/24/19
Swiping out for Roadmap	Gaby	4/24/19
Cameras for Roadmap	Kevin	4/24/19
Adapting Equipment	Isabella	4/24/19
Supporting Research for Roadmap	Dalton	4/24/19

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