

# Meeting Minutes 4/3

**Date:** 4/3/19

**Group Name:** Mind Over Matter

**Start Time:** 12:00pm

**End Time:** 3:07

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

**Absent:** N/A

**Topic:**

- Complete and rehearse progress report 2

**Pre-meeting Materials for Review:**

- Finished communications chart
- No Gantt chart was needed

**Agenda:**

- Complete any necessary documents needed for progress report 2
- Finish event schedule
- Divide roles for presentation

**Description of Activities:**

- Worked on finishing the event schedule together
- Divided the roles for the presentation equally
- Rehearsed for presentation tomorrow

**Action Items:**

<b>What</b>	<b>Who</b>	<b>By When</b>
Email Megan with project updates	Stephanie	4/4/19
Work on draft dashboard	Dalton, Kevin	4/12/19

**Unresolved Issues:**