

# Meeting Minutes 5/1

**Date:** 5/1/19

**Group Name:** Mind over matter

**Start Time:** 2:17pm

**End Time:** 3:40pm

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

**Absent:**

**Topic:** Starting close down

## **Pre-meeting Materials for Review:**

- Draft roadmap

## **Agenda:**

- Go over roadmap
- talk about meeting Friday
- create presentation for Tuesday

## **Description of Activities:**

- Editing citations in work cited
- Read over roadmap
- Talked about Lessons Learned maybe being Monday
- Reschedule meeting with Megan for Monday?
- Looked over dashboard
- Started presentation

## **Action Items:**

<b>What</b>	<b>Who</b>	<b>By When</b>
Update communications grid	Stephanie	5/3/19
Send Satisfaction form	Stephanie	5/3/19
Finalize dashboard	Dalton	5/6/19
Project Report	Isabella/Kevin	5/6/19
Update website docs	Isabella	5/6/19
Finalize presentation	Gaby	5/6/19
Update schedule	Kevin	5/6/19

**Unresolved Issues:** None at this time