

Meeting Minutes

Date: 9/19/2018

Location: NCB 120

Start Time: 4:00PM

End Time: 5:00PM

Attendees: Billy Petrakes, Bassam Ghali, Lean Diec, Jay Aliaga

Absent:

Topic: Pre-Kickoff Meeting

Pre-meeting Materials for Review:

- N/A

Agenda:

- Review Erin Email (she is out of town September 22nd – October 8th)
- Best way to conference call
- Agenda and PowerPoint creation for the conference call

Description of Activities: Our project sponsor, Erin Hendersen, informed us she could not attend an in-person kickoff meeting as she would be out of office. So as a group, we decided it was best to set up a conference call with her before she left. We began to assign deliverables to each team member. We also created the agenda for the conference call and the PowerPoint that Erin could view as we presented to her. We emailed her the material by the end of the meeting and each member was assigned deliverables.

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
Website creation	Leon Diec	9/25
Squires Event and Venture Out contact	Bassam Ghali	9/24
Stakeholder Registry and main contact with Erin	Billy Petrakes	9/23
Minutes creation for pre kickoff and conference kickoff meetings	Jay Aliaga	9/24

Unresolved Issues: Since we could not have the kickoff meeting in person, we have to plane to meet face-to-face with Erin when she gets back in town.