

Meeting Minutes

Date: 11/15/18

Location: Newman Library 4th Floor

Start Time: 1:00 PM

End Time: 2:00 PM

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

Absent:

Topic: Post Tournament Meeting

Pre-meeting Materials for Review:

Agenda:

- Review of Tournament Funds
- Email Erin with summary
- Final Progress Report Deliverables

Description of Activities:

Our total funds raised were \$210. We drafted and sent an email to Erin to see what the best delivery method is. The group reviewed the feedback from the previous progress report. We delegated activities to each group member to be done over Thanksgiving break.

Action Items:

What	Who	By When
Communication Management Plan - Review	Jay	11/26
Summary of Communication	Billy	11/26
Team Contract Update and Revisions	Bassam	11/26

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Unresolved Issues: