

Meeting Minutes

Date: 12/3/18

Location: Pamplin 2001

Start Time: 5:30 PM

End Time: 9:00 PM

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

Absent:

Topic: Final Presentation Preparation

Pre-meeting Materials for Review: Past Project Reports

Agenda:

- Review Today's Activities
- Compile PM Documents
- Website Finalized
- Project Report Finalized
- Powerpoint Finalized

Description of Activities:

Summary of Donation Hand In: The group arrived at Carilion Children's Hospital in Roanoke at 2pm. We met Erin and a team of Child Life Specialists. Erin accepted the \$210 check on behalf of the Children's Miracle Network Hospitals.

We started off our meeting by sending Erin a Project Completion survey via email. We delegated our agenda items amongst team members. Leon focused on proofreading deliverables before uploading to the website. Billy handled the Product Documents and communication summary. Jay and Bassam worked on the Lessons Learned report while completing the Project Report.

As a group we summarized our Project Report to the final presentation slides and delegated speaking parts.

Action Items:

What	Who	By When
Practice Final Presentation	All Team Members	12/3

Unresolved Issues: