

Meeting Minutes

Date: 11/30/18

Location: Newman Library 2nd Floor

Start Time: 2:00 PM

End Time: 3:30 PM

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

Absent:

Topic: Final Presentation Preparation

Pre-meeting Materials for Review: Past Project Reports

Agenda:

- Plan Trip to Roanoke
- Review work from Thanksgiving Break
- Begin review of final deliverables

Description of Activities:

As a group we decided that 2pm on Monday (12/3) would be the best day to visit the children's hospital in Roanoke. Our funds were gathered through a Venmo account and our Sponsor requested we turn in the funds via check. We then reviewed:

- Communication Management Plan, group approved
- Summary of Communication
 - Contained email screenshots with Sponsor
 - Tentatively approved – awaiting further emails
- Team Contract Revisions, group approved

We discussed our lessons learned in preparation for next week. A google drive document was made for the Project Report. As a group, we started answering questions in a bullet point format to brainstorm before we write it out in paragraphs. We began to format the Power Point for our final presentation. Jay is in charge of having the check ready for Monday.

Action Items:

What	Who	By When
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Personal Money Order Check Acquired for \$210 raised	Jay	12/2

Unresolved Issues: