Team Meeting **September 18, 2019**

9:00 – 10:30

Zoom

Meeting called by:	Team	**Type of meeting:**	Going over feedback from Amy and Becca on Deliverable 1
Facilitator:	Helen – sets up zoom meetings Elaina – sets and tracks agenda	**Note taker:**	Elaina DeHoratius

Attendees: Evelyn Teti, Damarah Brown, Elaina DeHoratius, Helen Sanders, Emma Levine, Christine Williams

Please read: Capstone Deliverable Requirements

Please bring: Finished research for deliverable 1

Minutes

Agenda item: Go over deliverable 1 and feedback received from Amy and Becca **Presenter:** Each person with their own part

Discussion:

- Discussed feedback from Amy and Becca
    - Reiterated how we need to be more prepared during our next meeting
    - Went over how to do this
        - Have all research completed one week before due date, to give Elaina/Helen time to upload it
        - Complete and create visuals for deck and site as we do research
        - Provide links to Elaina so she can generate all citations as we go
- When everything is updated, Elaina will email Amy and Becca to take a look at the site and receive feedback on first set of deliverables
    - Need to do this by next week – don't want to fall behind
    - Elaina and Emma are redoing SWOT/PEST/TARGET MARKET based off feedback from Greg
    - Evelyn is redoing competitor analysis based off Amy and Becca's feedback

Conclusions:

- Discussed with group how we need to have completed deliverables, included completed pages on site when we meet with Becca and Amy
- Decided we would have all preliminary research done for each deliverable one week in advance from actual date, to give time to synthesize and for Elaina/Helen to put it on site
- Decide if we want to convert nonfans into fans or single ticket purchasers into loyal fans
    - We chose to convert single ticket purchasers into loyal fans