

Meeting called by: Team **Type of meeting:** First meeting, preliminary

Facilitator: Helen – sets up zoom meetings **Note taker:** Elaina DeHoratius

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

Please read: Capstone Deliverable Requirements

Please bring: Ideas for project

Minutes

Agenda item: Go over proposal and deliverable 1 topics **Presenter:** Anyone with more information/research on topic

Discussion:

- Discussed folders to create (plan for each set of deliverables)
 - Elaina will create a folder with the due date of those deliverables
 - In that folder there will be separate docs for each deliverable
- During meetings, we will decide/choose who owns each deliverable
 - Went over Elaina’s tentative project timeline created, added onto Helen’s master assignment document (due dates, meeting dates and times for professors and mentor)
 - Living doc - Will change and get added to each meeting (will update due dates for drafts etc. until “final” date of rough draft deliverable)
- Broke-up first set of deliverables and assigned deliverables to individuals – outlined on schedule

Conclusions:

- Decided on meeting time with mentor (Sundays at 8:15, same as our group meeting)
- Decided on point person for corresponding between professors and mentor and who will be setting/creating an agenda for the weekly meetings – Elaina
- Decided on who would create an additional tab on Helen’s excel sheet to show each deliverable, who owns it, and its stage (complete, in progress etc) - Elaina
- Decided who will help Helen with wordpress site, since Helen is having difficulty - Helen and Emma
- Discussed vacation plans for group members and how it would be handled
 - Stay in contact, watch recordings of meetings (all of them are recorded by Helen)
 - Damarah’s vacation
 - Elaina’s trip to Greece
 - Helen’s daughter’s wedding