Team Meeting **October 13, 2019**

8:15 – 9:30

Zoom

Meeting called by:	Team	**Type of meeting:**	Review previous deliverables/feedback
Facilitator:	Helen – sets up zoom meetings Elaina – sets and tracks agenda	**Note taker:**	Elaina DeHoratius

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

Please read: Prof feedback

Please bring: Ideas, questions

Minutes

Agenda item: Final project/Capstone deliverables **Presenter:** Everyone

Discussion:

- Went over upcoming deliverables
- Went over capstone (Due Oct. 30th):
- Discussed prototype: Christine & Damarah & Emma will work on it
- Discussed how agenda emails and action item emails are no longer necessary (team decision)
- Redid some deadlines
- Reassigned project decks
- Went over survey
- Revisiting existing published work

Conclusions:

- Went over upcoming deliverables
    - Content Strategy (Due Oct. 22) - Christine & Damarah & Evelyn, will have draft for group by 10/18
- Went over capstone requirements – same as final project due Oct 22 (Due Oct. 30th):
- Discussed prototype: Christine & Damarah & Emma will work on it
    - Wireframe draft will be done by - 10/16
    - Video draft will be done by - 10/27
- Discussed how agenda emails and action item emails are no longer necessary (team decision)
- Redid some deadlines
    - Memo to Company Leaders: Emma & Elaina - 10/23
    - Marketing Channels: Christine & Damarah & Evelyn - 10/23
- Reassigned project decks
    - Project deck for final project will be Helen
    - Project deck for capstone will be Helen and Elaina
- Went over survey
- Survey - ready for pub. Will send out link by EOD 10.13