

Meeting called by:	Team	Type of meeting:	Going over final project deliverable for Kim and Greg, reviewing upcoming 2 nd draft deliverable items, reviewing updated site content/format by Elaina and Helen
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:	Comments by David and Jacklin, updated site content/format by Elaina and Helen		
Please bring:	Questions/comments about site updates, current and upcoming deliverables, any updated docs		

Minutes

Agenda item:	Go over upcoming deliverables due Tuesday, review site updates by Elaina and Helen, and pitch deck by Elaina for final project and capstone	Presenter:	Emma, Christine, Elaina, Damarah, Evelyn, Helen
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Discussion:

- Went over site changes – all content changes by Elaina and first two tab changes aesthetically by Helen
 - Got feedback/approval on changes, received some feedback on new updates
- Went over pitch deck for capstone that Elaina created
- Discussed with team when they can view and have recommendations/feedback done for Elaina to incorporate for the site and PowerPoint.
- Went over specific feedback for DPM, content strategy, editorial calendar and social media posts (from Kim, Greg, Amy, and Becca)
 - Discussed editing/incorporating feedback this week
- Went over general feedback on entire site from Amy and Becca's rubric, discussed incorporating it (who and when it should be finished by)
- Discussed reaching out to David, Amy, and Becca again this week for immediate feedback this week and scheduling a more in-depth meeting with Amy and Becca before final deliverables due

Conclusions:

- Have team members provide feedback and all updated content by Thursday evening/Friday morning
- Have Elaina send team PowerPoints (final project and capstone) drafts to team by Monday evening
- Have Elaina email profs for meeting before final set of deliverables due (team walk-through)
- Everything, all updates on site and PowerPoint based off team feedback be finished by Friday evening by Elaina

ACTION ITEMS:

- Have team members provide feedback and all updated content by Thursday evening/Friday morning (11/14, 11/15)
- Have Elaina send team PowerPoints (final project and capstone) drafts to team by Monday evening (11/11)
- Have Elaina email profs for meeting before final set of deliverables due (team walk-through)
- Everything, all updates on site and PowerPoint based off team feedback be finished by Friday evening by Elaina (11/15)