Team Meeting **October 27, 2019**

8:15 – 9:00

Zoom

Meeting called by:	Team	**Type of meeting:**	Going over next set of deliverables with Amy and Becca
Facilitator:	Helen – sets up zoom meetings Elaina – sets and tracks agenda	**Note taker:**	Elaina DeHoratius

Attendees: Evelyn Teti, Damarah Brown, Elaina DeHoratius, Helen Sanders, Christine Williams, David Kaganovsky

Please read: Memo, prototype, marketing channels, pitch deck

Please bring: Questions/comments about site updates, current and upcoming deliverables, any updated docs

Minutes

Agenda item: Go over upcoming deliverables due the 30th for Becca and Amy, review site updates by Elaina, and pitch deck by Helen **Presenter:** Christine, Elaina, Damarah, Evelyn, Helen

Discussion:

- Went over site changes – all content changes by Elaina
- Discussed deliverables due the 30, memo, prototype/wireframes, marketing channels
- Went over feedback with David (profs and his own)

Conclusions:

- Continue to update previous deliverables (will begin working on future ones after meeting)

ACTION ITEMS:

- Helen will work on pitch deck
- Christine and Damarah will continue to work on prototype
    - UI design principles (based off feedback from David)
- Evelyn and Christine will update marketing channels/campaign and content strategy
- Elaina/Emma will work on memo