

Team Meeting

December 1, 2019

8:15 – 9:30

Zoom

Meeting called by: Team **Type of meeting:** Going over updated pitch deck and site content for meeting 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: Elaina’s updated site content/notes sections of pp, updated pp slides (based off Amy and Becca’s feedback between last Sunday’s meeting and this Sunday’s meeting) – Damarah, Elaina, and Christine attended it – read their notes

Please bring: Questions/comments about site updates and updated pp

Minutes

Agenda item: Go over update site content created and uploaded by Elaina and updated PowerPoint based off of Amy and Becca’s feedback **Presenter:** Elaina and Christine

Discussion:

- Went over site changes – team approved them
- Worked on PP updates – reordering it to make it more of a narrative, redid titles of slides so they could stand on their own, updated visuals, got David’s feedback

ACTION ITEMS:

- Elaina will upload new pp to site, along with new prototype video
- Elaina will create rough draft of script for team to review/edit
- Be prepared to discuss with Amy and Becca tomorrow