Team Meeting **November 24, 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, Emma Levine, Christine Williams

Please read: Elaina's updated site content/notes sections of pp, Christine's pp

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

Minutes

Agenda item: Go over update site content created and uploaded by Elaina and Christine's updated powerpoint **Presenter:** Emma, Christine, Elaina, Damarah, Evelyn, Helen

Discussion:

- Went over site changes – team approved them
- Worked on PP updates – reordering it and adding in missing items from final pp presentation (digital analysis, DPM etc).

ACTION ITEMS:

- Be prepared to discuss with Amy and Becca