

Meeting Minutes for September 08, 2020

First team meeting:

- Team meeting: Wednesdays at 11:30 AM on ZOOM
- Team Name: Submerge
- Worked on filling out the Team Formation Activity and discussed what team member will be doing what tasks.
- Worked on filling out the Team Contract
- Individual Responsibilities:
 - Sydney Petrehn (CS)
 - Leader/ project manager
 - Organizing team meetings
 - Trinity Paulsen (CS)
 - In charge of team documentation
 - Joshua Tan (CS)
 - In charge of the budget
- Upcoming Tasks:
 - Email the client and set up a meeting time in the next week - Joshua will do this