

## 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