

# MEETING MINUTES

## Topic: Initial Team Meeting

Wednesday, September 13, 2017

5:55pm-7:30pm

Minutes recorded by Riley

Meeting called by Trevas

Attendees: All members

Table 1. Record of meeting.

<b>5:55pm-6:25pm</b> 9/13/17	<b>Rules</b>  <ul style="list-style-type: none"><li>• Reviewed abbreviated rule book</li><li>• Discussed constraints</li><li>• Reviewed previous project and tasks</li></ul>	<b>Madison</b>	DuBois Center RM 011
<b>6:25pm-7:10 pm</b> 9/13/17	<b>List of Character</b>  <ul style="list-style-type: none"><li>• Listed known cereals</li><li>• Researched which companies owned each brand</li><li>• Discussed relevance to competition</li><li>• Suggested possible ideas for characters on list</li></ul>	<b>Riley &amp; Ali</b>	DuBois Center RM 011
<b>7:10pm-7:20pm</b> 9/13/17	<b>Registration</b>  <ul style="list-style-type: none"><li>• \$400 registration fee</li><li>• Cant register until there is a host</li><li>• Require more information from companies</li></ul>	<b>Faisel</b>	DuBois Center RM 011
<b>7:20pm-7:30pm</b> 9/13/17	<b>Finalization</b>  <ul style="list-style-type: none"><li>• Assign tasks for next meeting</li><li>• Set next meeting time</li><li>• Last minute updates if any</li></ul>	<b>Kyle</b>	DuBois Center RM 011

**Table 2. Tasks Assigned.**

<b>Task</b>	<b>Person Assigned</b>	<b>Due Date</b>	<b>Date Complete</b>
3 steps/mechanisms for each	All	9/20/17	9/20/17
Registration research	Madison	9/20/17	9/18/17

**Next formal meeting:  
Wednesday, September 20, 2017 – DuBois Center RM 011 – 5:30pm**