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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | team meeting | | | | | |  |
|  | Date: | 1/9 | Time: | 3:00 PM | Location: | Conference room 3 |  |
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| --- | --- | --- | --- | --- | --- |
|  | Meeting called by: | Rene Skoko | Type of meeting: | Team decision: |  |
|  | Facilitator: | Rene Skoko | Please read: | Email attachments |  |
|  | Note taker: | Luca Udinesi | Please bring: | Committee reports |  |
|  | Timekeeper: | Viktor Klobucar |  |  |  |
|  | Attendees: | Luca Udinesi, Gael Torres, Viktor Klobucar, Rene Skoko, Mikaela Lee | | |  |

## Agenda Items

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Topic | | Presenter: | Time allotted: |  |
|  | ☐ | Intro: | Rene Skoko | 5 min |  |
|  | ☐ | Brainstorm: | Rene Skoko | 15 min |  |
|  | ☐ | Discussion: | Viktor Klobucar | 15 min |  |
|  | ☐ | Vote: | Mikaela Lee | 10 min |  |

## Other Information

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| --- | --- | --- | --- |
|  | Resources: | User research, field studies, customer surveys |  |
|  | Special notes: | Next meeting 2/9 @ 3 PM |  |
|  | | | |

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|  | ☐ | Vote: | Mikaela Lee | 10 min |  |

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