**AGENDA: November 28th, 2018

Class business:
·       Weekly topic: Took Test 2
·       Discuss Packback questions to post on Thursday
·       Weekly meeting project objective: We need to compile everything for the final website. We need to divide up the google slides to that we can complete that part of the presentation for our final meeting. Discuss PERT.

What members should bring
• Historian (Justin): Any FINAL PHOTOS we need posted to the website. Bring whatever you were assigned to do before break.
• Liaison (Abbie E.): Any correspondence we have had with Jen last minute to post to the website. Bring whatever you were assigned to do before break.
• Treasurer 1 (Abby B.): Bring whatever you were assigned to do before break.
• Treasurer 2 (Jordan): Bring whatever you were assigned to do before break (the ledger recording all of our donations through Go Fund Me).
• Webmaster (Allison): Bring whatever you were assigned to do before break. Bring a way to update the website.
• Webmaster 2 (Emily): Bring whatever you were assigned to do before break.
• Recorder (Leah): Bring whatever you were assigned to do before break (the mission statement).

Old business: The team should discuss when the team that will be working on the PERT chart is actually going to meet. The team should be turning in the final project runway paper at the end of this meeting. The team should discuss what we need to include in the final portfolio and how we can make sure it is in condition to be turned in. The team needs to discuss when we can take the final.**

 **New business:  We need to compile everything for the final website. We need to divide up the google slides to that we can complete that part of the presentation for our final meeting. We need the PERT chart team to work on completing that timeline together.**