

Group 5 Meeting

MINUTES

8/29/2011

11:00 AM

MEETING CALLED BY	Brandon	11:00am-11:25am
TYPE OF MEETING	To discuss job description and roles	
FACILITATOR	Brandon	
NOTE TAKER	Mike	
TIMEKEEPER	Mike	
ATTENDEES	Brandon, Amy, Luce', Mike, Syletta	

Agenda topics

25 MINUTES

JOB DESCRIPTIONS

BRANDON

DISCUSSION	We discuss as a group what job description each group member will have when facilitating a project.	
	Each person's strengths were considered when responsibilities were matched as well as areas they felt that they were not as strong as another person.	
CONCLUSIONS	Brandon: the Administrator, Syletta: Task Officer, Mike: Community Liaison, Amy: Research Coordinator, Luce': Financial Manager	
	We also discussed what job description consist of.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Meeting minutes will be drafted and sent to Brandon.	Mike	9/3/2011
Job descriptions and responsibilities list will be sent to group.	Brandon	9/9/2011

OBSERVERS	
RESOURCE PERSONS	
SPECIAL NOTES	