

HKN Consulting Company

Weekly Progress Meeting

Library, Friday, October 12, 2018,

1:00 PM

AGENDA

Call to Order- 1:15 PM

Present- Jordan Jones, Hannah Adams, Nanci Arevalo

Approval of Agenda: Hannah moved, seconded by Nanci. Passed unanimously.

Previous Minutes Approval of minutes of last meeting. Jordan moved, seconded by Hannah. Passed unanimously. Items arising from Minutes (if any): None.

Reports:

- Hannah reported that the logo is complete. She presented the digital logo to the group. The title page of the report will be done next week.
- (Jordan and Nanci) The survey is being completed. It will be published on Sunday by 11:59 PM. Jordan and Nanci asks group members to distribute the surveys to their peers.

Other Items Next Meeting (Nanci) Meeting will be held on Wednesday, November 8th at 9 PM. Hannah asked if the meeting could be held earlier. This was impossible. Due to scheduling conflicts, 10 o'clock was the only available time. A vote was taken on whether to hold the meeting in the library or online. Online won unanimously. The meeting will be held online via Skype at 10 PM. Each member is expected to be present. Each member will present their completed assignments for the project. The group will analyze and edit the report together. If the online meeting does not accomplish what needs to be done, another meeting will be scheduled. This was agreed on unanimously.

New Business There was no new business.

Adjournment Hannah moved that the meeting be adjourned. Passed unanimously. Meeting ended at 3:00 PM.