

Zoom Meeting Minutes: xx/xx/xx

Organizer: The responsible person scheduling the meeting

Attendance: list all who attended, send minutes to anyone who did not show to meeting and who was invited.

Subject: Zoom Test, Company Organizational Meeting

- A. Zoom Test
 - a. All participants audio/video worked
 - b. Screen share of OneNote, Web Server, Org Chart,
- B. [Joint Venture Partners](#)
 - a. Activities Navigation Bar
 - b. Everything is Public
- C. MSC Joint Venture Offices Worldwide STATUS
 - a. MSC Offices – 7
 - b. MSC Office Interested – 14
- D. Organizational Chart Updates
 - a. Engineering
 - b. Construction
- E. Joint Venture Partners Needed
 - a. All Group Managers need to be continuously looking for NEW Joint Venture Partners
 - b. Update for What we are looking for
- F. [Joint Venture Partners Individual Page](#)
 - a. Expertise from Resume or C.V.
 - b. Past Research Projects, grants, awards, etc.
- G. Joint Venture Partners Group Web Page
 - a. Create Group Collaboration Page, Example: Medical Sensors, etc.
 - b. Individual or Group Project, MSC Technology Proposal, etc.
- H. Managing Work
 - a. Estimate Hours and Schedule delivery time, with Manager
 - b. Manager Review, Approve or Disapprove Estimate and Schedule
- I. Caden H. is working on a M.S. Team environment for use top migrate OneNote from.
 - a. Do not lose any DATA
 - b. Schedule for delivery of a system – delivery of 1 week or so

Overall mood for group was everyone wanted to urgently move forward with their task. Everyone had to be dialed back to get a better understanding of what has been done already, and when is the information located.

Best,

George