

Leader: Chase Hawley

Action List

- Revise presentation
 - Ensure slides are accurate and descriptive
 - Ensure presentation isn't too long
 - Double check slides for grammatical errors, etc
 - Ensure each person is prepared to deliver their section

Summary

- Presentation was finalized
 - Descriptions were reworded for clarity
 - Timing was adjusted to ensure a good presentation
 - Some wording was trimmed for conciseness
 - Each person practiced their section