

Leader: Brandon Dutton

Action List

- Practice Presentation
 - Assign initial speaking parts to each person
 - Create rough draft of how presentation will go
 - Decide amount of time to provision for each part of presentation
 - Ensure all significant areas of project are discussed
 - Ensure time is left for questions

Summary

- Initial speaking parts were assigned to each person but are subject to change
- A rough draft of order of presentation was created
 - Purpose
 - Models/Diagrams
 - Prototype
 - Challenges for the team
 - Questions
- Trial and error for how long to spend on each section was done
 - Ensured we could visit all important parts
 - Ensured we left time at the end for multiple questions