Team Meeting

Meeting called by:	Aayush	**Type of meeting:**	Enter meeting type here
Facilitator:	Jessica	**Note taker:**	Davetivo Weaver
Timekeeper:	Matthew		

Attendees: Aayush, Matthew, Jessica, Davetivo

Please read: n/a

Please bring: n/a

Minutes

Agenda item: Picking main part of PowerPoint   **Presenter:** Enter presenter here

Discussion:

Discussing pros and cons of solutions to our case study and deciding on a specific solution.

Conclusions:

We decided on Oracle SQL database

Action items	Person responsible	Deadline
✓ Enter action items here	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here

Agenda item: Divvying up PowerPoint   **Presenter:** Enter presenter here

Discussion:

Discussing the layout of the PowerPoint presentation

Conclusions:

4 minutes a person (+ 4-minute conclusion), total of 20 minutes.

Action items	Person responsible	Deadline
✓ Skeleton	All	11/21/22
✓ Enter action items here	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here

Agenda item: Discussing PowerPoint content   **Presenter:** Enter presenter here

Discussion:

Discussing content to be placed in the PowerPoint

Conclusions:

We decided to have a skeleton of what we wish to present by next meeting.

Action items	Person responsible	Deadline
✓ PowerPoint Skeleton	All	11/21/2022
✓ Enter action items here	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here

Other Information

Observers:

n/a

Resources:

n/a

Special notes:

Enter any special notes here.