

# Team Meeting

Date 11.14/23

Time 7:00pm

Location Virtual

Meeting called by:	Collin Tully	Type of meeting:	Virtual
Facilitator:	Collin Tully	Note taker:	Adam Milewski
Timekeeper:	Marcela Adiao		

**Attendees:** Collin Tully Adam Milewski Marcela Adiao

**Please read:** Article pertaining to topic of interest

**Please bring:** Information concerning topics of interest

## Minutes

**Agenda item:** Presentation Setup **Presenter:** Adam Milewski

### Discussion:

Organization of presentation and how to setup the powerpoint. Structure of how to present the topic to the audience.

### Conclusions:

Discussions about presentation methods and organization methods discussed.

Action items	Person responsible	Deadline
✓ Additional research pertaining to topic	Collin Tully	11/21/23
✓ Additional research pertaining to topic	Adam Milewski	11/21/23
✓ Additional research pertaining to topic	Marcela Adiao	11/21/23

**Agenda item:** Presentation Topics **Presenter:** Collin Tully

### Discussion:

Organization of different topics and how they apply to the overall theme of the presentation

### Conclusions:

Will have to coordinate topics to ensure that there is a flow and easy transitions between the topics and one topic leads properly into another

✓ Three examples pertaining to topic of interest	Collin Tully	11/21/23
✓ Three examples pertaining to topic of interest	Adam Milewski	11/21/23
✓ Three examples pertaining to topic of interest	Marcela Adiao	11/21/23

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**Agenda item:** Discussion of AI Policies for different parts of AI

**Presenter:** Marcela Adiao

**Discussion:**

Preparations for policies to include into the presentation Policies will be interwoven into the presentation topics and slides for next week.

**Conclusions:**

Understanding how each group member's policies for their subject will shape the presentation.

✓ Policies pertaining to chosen subject	Collin Tully	11/21/23
✓ Policies pertaining to chosen subject	Adam Milewski	11/21/23
✓ Policies pertaining to chosen subject	Marcela Adiao	11/21/23

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***Other Information***

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**Observers:**

**Resources:**

**Special notes:**

Potential in-person meeting locations discussed and times organized.