

Team Meeting

Meeting called by: All of us

Date: 11/22/2024

Time: 1:30 PM

Location: Discord

Facilitator: Adrian

Note Taker: Andrea

Timekeeper(s): Xavier and Oscar.

Attendee: Everyone present

Agenda Item: Look over the slides and help each other with information and feedback for the presentation.

Presenter: All of us.

Discussion: We focused on what we were presenting, and we asked each other questions to make sure we knew the topic at hand.

Conclusion: We focused a lot on how we would present the information, we knew that we had to organize and rearrange some slides so we practiced the order in which we would present the slides. The team was ready to present, and everything was finalized at the end of the meeting.

Action Items

Slide and Design Formatting:

Andrea 11/22

Content Review and Editing

Adrian 11/22

Practice Session Coordination

Xavier 11/22

Supporting Visuals (charts and images) and References

Oscar 11/22