

# Team Meeting

**Meet called by:** All four of us

**Date:** 11/15/2024

**Time:** 1:30pm

**Location:** Via Discord Call

**Facilitator:** Adrian

**Note Taker:** Andrea

**Timekeeper(s):** Xavier and Oscar

**Attendees:** All four of us

**Agenda item:** Develop and build on the presentation slides from the research questions we answered

**Presenter:** All four of us

**Discussion:** Reducing the amount of info we gained from our respective individual research questions to have displayed on our presentation slides to keep it brief but informative.

**Conclusion:** Our group collectively start to concise the content from our individual research to make impactful points suitable for our presentation slides. Everyone contributed equally to shaping the slides, we ensured clarity, and focus on our alignment with our central AI theme. Our Final adjustments will emphasize visual appeal and coherence.

## Action items:

- Slide Design and Formatting
- Content Review and Editing
- Practice Session Coordination
- Supporting Visuals (charts and images) and References

## Personal Responsible/Deadline:

Andrea by 11/22  
Adrian by 11/22  
Xavier by 11/22  
Oscar by 11/22