Team Meeting

Meeting called by:	Feysal Abdul	**Type of meeting:**	Weekly; virtual
Facilitator:	Hira Shakir	**Note taker:**	Alyson Matecki
Timekeeper:	Tamara Gagic		

Attendees:	Tamara Gagic, Feysal Abdul, Hira Shakir, Alyson Matecki
Please read:	Slide Presentation
Please bring:	Completed slides

Minutes

Agenda item:	Practice Slides	**Presenter:**	Feysal Abdul

Discussion:

Need to work on presenting slides in a timely manner

Conclusions:

Practice on your own time, be ready to present on Tuesday

Action items	Person responsible	Deadline
✔ Keep time around 4 minutes for both slides you present	All	4/29/2025
✔ Work on memorizing instead of reading off slide	All	4/29/2025
✔ Practice looking up and speaking clearly when presenting	All	4/29/2025

Agenda item:	Finalize Presentation	**Presenter:**	Feysal Abdul

Discussion:

Need to make sure Slides are finalized including formatting, bibliography, and error/spelling checking

Conclusions:

Each person will help in finishing the formatting and checking for errors in the slides.

Action items	Person responsible	Deadline
✔ Check for Spelling and formatting errors	Tamara Gagic	4/29/2025
✔ Make slides look neat and presentable	Hira Shakir	4/29/2025

Action items	Person responsible	Deadline
✔ Finish Bibliography	Alyson Matecki	4/29/2025

Agenda item: Updating Github   **Presenter:**   Feysal Abdul

Discussion:

The team reviewed all project files and discussed what needs to be uploaded to GitHub before the final submission. This includes the final report/document, team meeting minutes, research summaries, and presentation slides. The team agreed to organize the repository into clearly labeled folders.

Conclusions:

Everyone is responsible for uploading their assigned parts to GitHub by the final deadline.

Action items	Person responsible	Deadline
✔ Upload individual research summaries	All	4/29/2025
✔ Upload meeting minutes and finalize documentation	All	4/29/2025
✔ Upload and organize slide deck and final project file	All	4/29/2025

Other Information

Observers:

None

Resources:

None

Special notes:

None