| Team Meeting | 4/29/20252:30pmVirtual |
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| 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 |
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#### 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 |
| * 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