

**Team Meeting****Date**  
**Time**  
**Location**

<b>Meeting called by:</b>	Demetris Perdikos	<b>Type of meeting:</b>	Introduction/Rough Draft
<b>Facilitator:</b>	Discord	<b>Note taker:</b>	Demetris Perdikos
<b>Timekeeper:</b>	Demetris Perdikos		

**Attendees:**

Barr Beneli

**Please read:**

Anand Patel

**Please bring:**

Johnny Yu

---

**Minutes**

---

**Agenda item:** Splitting Up Time**Presenter:** Demetris Perdikos**Discussion:**

We discussed the project and how we want to divide the work amongst ourselves. We agreed that it would be best to split the work evenly and assign specific tasks to each team member based on our individual strengths and interests.

**Conclusions:**

We did this very simply and were all happy with the results.

**Action items****Person responsible****Deadline**

✓ Make a rough draft of each person's part.

All of us

1 week

✓ Have 1 well detailed slide each

Enter person responsible here

1 week

✓ Enter action items here

Enter person responsible here

Enter deadline here

---

**Agenda item:** Making simple draft**Presenter:** Demetris Perdikos**Discussion:**

During our meeting, we further agreed that each team member would create a rough draft of their individual slides, focusing on the specific tasks and responsibilities assigned to them.

**Conclusions:**

We decided this was fair and that each of us would have one completed slide.

**Action items****Person responsible****Deadline**

✓ Make a rough draft of each person's part.

All of us

1 week

✓ Have 1 well detailed slide each

All of us

1 week

✓ Enter action items here

Enter person responsible here

Enter deadline here

---

**Agenda item:**     Enter agenda item here

**Presenter:**     Enter presenter here

**Discussion:**

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

**Conclusions:**

Enter conclusions here.

**Action items**

✓ Enter action items here

✓ Enter action items here

✓ Enter action items here

**Person responsible**

Enter person responsible here

Enter person responsible here

Enter person responsible here

**Deadline**

Enter deadline here

Enter deadline here

Enter deadline here

---

***Other Information***

**Observers:**

Enter observers here.

**Resources:**

Enter resources here.

**Special notes:**

Enter any special notes here.