Things to focus on/do in this meeting:

**Must DO:**

* Fix the topic +industry quickly (done)
* Decide which slide will have what information + who will say which part

(Basically allocate who will do what, with respect to slideshow)

* Will we have to say it live? (this is a must)
* Make everyone focus on doing the project and finishing it by next meeting? (choose this one)

Or

Allocate some people to project and some to that 250 word essay thing and complete the essay mainly and gain some headway into the main project before next meeting?

**Optional stuff (for more style)**

* Any group name or logo?

(or we can just keep title as “how ……. company does….” Or smth similar and use company logo )

* Any specific syntax or format or design to maintain?
* Script or freestyle speaking?
* Will we keep space for q/a type thing in presentation? (like asking them if they have any questions or not regarding our slides)

Adv: more style points due to professional look

Disadv: everyone need to have good idea about every part of slides so that questions cant stop anyone ( balanced people speaking/ answering question will be effective)