

Team Meeting

April 14, 2022

4:00 PM

Virtual

Meeting called by:	Cristina Hilario	Type of meeting:	4 th weekly meeting
Facilitator:	Cristina Hilario	Note taker:	Cristina Hilario
Timekeeper:	Rudolph Paulin		
Attendees:	Rudolph Paulin, Sean O'Connor		
Please read:	Project notes and resources we gathered from previous meetings		
Please bring:	Completed or in-progress presentation slides		

Minutes

Agenda item:	Finalize presentation outline	Presenter:	Cristina Hilario
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Discussion:

It was necessary for the outline of the presentation to be finalized while all members were gathered. This allowed us to come to an agreement on the flow and structure of the information we would present and the slides we would create.

Conclusions:

Most of these items were able to be completed during the meeting. All team members became familiar with the presentation outline and understood their role in the presentation. Each member acknowledged the slides they were responsible for.

Action items	Person responsible	Deadline
✓ Create and finalize the presentation outline	All team members	April 14, 2022
✓ Assign presentation slides to each member	Cristina Hilario	April 14, 2022
✓ Continue to note any small improvements to the outline	All team members	April 19, 2022

Agenda item:	Complete and practice presentation slides	Presenter:	Cristina Hilario
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Discussion:

To prepare for presenting our project, it was necessary to do a quick run-through of the presentation in its current form in order to recognize potential improvements. Each team member is responsible for completing their assigned slides so that the team is able to practice the presentation as a group.

Conclusions:

Through the initial run-through, the team was able to recognize adjustments that can be made to the presentation. Each member is expected to finish their assigned slides and include information gathered in the outline.

Action items	Person responsible	Deadline
✓ Do a first, rough run-through of the current presentation	All team members	April 14, 2022
✓ Complete presentation slides	All team members	April 19, 2022
✓ Practice presentation and fix slides as necessary	All team members	April 19, 2022

Other Information

Observers:

N/A

Resources:

<https://www.ncdhhs.gov/>

<https://blog.hubspot.com/marketing/usability-testing>

http://samples.jbpub.com/9781284129175/9781284138443_CH05_WD.pdf

<https://www.usability.gov/>

Special notes: