**Team Meeting**

**Week # 4**

**Date: 4/12/24**

**Time: 3:20**

**Location: Virtual**

| **Meeting called by:** | **Tatiana** | **Type of meeting:** | Virtual |
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| **Facilitator: Carlton** |  | **Note taker: Jacob** |  |
| **Timekeeper: Fernando** |  |  |  |

| **Attendees: Carlton**  **Tatiana**  **Jacob**  **Fernando** |  |
| --- | --- |
| **Please read:** |  |
| **Please bring:** |  |

# ***Minutes***

| **Week #4 - Agenda item:** |  | **Presenter:** | Fernando |
| --- | --- | --- | --- |

## **Date: 4/12/2024**

* Only a 10 minute discussion because we are all aware of the slides.

## **Discussion:**

* Discussed whether everyone was comfortable with their topics.
  + Each person needs to speak for around 4 minutes
* Tatiana will now create her slides based on the AI solution that Carlton picks
* The slides should be done by next week.
* We should work on the flow of the slides in the coming week.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| * Add Information Into Slides | All | 4/16 |
|  |  |  |
|  |  |  |

# ***Other Information***

## **Resources:**

# Enter resources here.

## **Special notes:**

# Enter any special notes here