

Team Meeting

11/18/2022

2:45 – 3:35

CKB 314

Meeting called by:	Aayush	Type of meeting:	Enter meeting type here
Facilitator:	Jessica	Note taker:	Davetiv Weaver
Timekeeper:	Matthew		

Attendees: Aayush, Matthew, Jessica, Davetiv

Please read: n/a

Please bring: n/a

Minutes

Agenda item: Picking main part of PowerPoint **Presenter:** Enter presenter here

Discussion:

Discussing pros and cons of solutions to our case study and deciding on a specific solution.

Conclusions:

We decided on Oracle SQL database

Agenda item: Divvying up PowerPoint **Presenter:** Enter presenter here

Discussion:

Discussing the layout of the PowerPoint presentation

Conclusions:

4 minutes a person (+ 4-minute conclusion), total of 20 minutes.

Agenda item: Discussing PowerPoint content **Presenter:** Enter presenter here

Discussion:

Discussing content to be placed in the PowerPoint

Conclusions:

We decided to have a skeleton of what we wish to present by next meeting.

Action items	Person responsible	Deadline
✓ PowerPoint Skeleton	All	11/21/2022

Other Information

Observers:

n/a

Resources:

n/a

Special notes:

Enter any special notes here.