

# Team Meeting

Date 4/29

Time 6:15 p.m

Location Online

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Meeting called by:	Robert Hall	Type of meeting:	Finalizing Slides
Facilitator:	Esteban Martinez Mesa	Note taker:	William Kaminski
Timekeeper:	Fenil Rana		

**Attendees:** William Kaminski, Robert Hall, Fenil Rana, Esteban Martinez Mesa

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## 4/29 Meeting Minutes

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**Agenda item:** Checking in on the progression of the powerpoint and notes  
**Presenter:** Robert Hall

**Discussion:** Discussed presentation requirements and deadline.

**Conclusions:** Finalized presentation structure and group expectations.

Action items	Person responsible	Deadline
✓ Discussing the notes for each individual part	Robert	4/29
✓ Communicated about the formalization of each topic within William the presentation	Esteban	4/29
✓ Discussed preparation of questions		