

# Team Meeting

Jeremy Convocar

4/2/2024

Discord/CKB

Meeting called by:	Tharmarat Singcharoenchai	Type of meeting:	Online
Facilitator:	Aileen Ni	Note taker:	Jeremy Convocar
Timekeeper:	Jeremy Convocar		

**Attendees:** Jeremy Convocar, Aileen Ni, Tharmarat Singcharoenchai

**Please read:** Enter reading list here

**Please bring:** Laptop

## Minutes

**Agenda item:** Assigning roles/duties to complete by next week

**Presenter:** Tharmarat Singcharoenchai

### Discussion:

We assigned roles and divided tasks amongst the group members, as well as planned for our next meeting. We also started an outline for our project on Google slides.

### Conclusions:

The meeting had been productive and we were able to create a basic outline of how our presentation is going to be formatted and our research goals for next week.

Action items	Person responsible	Deadline
✓ Create powerpoint/google slides	All	4/9/2024 (next meeting)
✓ Create basic outline in the form of bullet points	All	4/9/2024 (next meeting)
✓ Setup team group chat and goals	All	4/3/2024
✓ Format presentation		4/17/2024

## Other Information

### Observers:

N/A

### Resources:

Google Slides, PowerPoint, Discord

### Special notes:

Meeting took approximately 20 minutes.