

# Team Meeting

Jeremy Convocar

4/2/2024

Discord/CKB

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<b>Meeting called by:</b>	Sahil	<b>Type of meeting:</b>	Enter meeting type here
<b>Facilitator:</b>	Sahil and Akari	<b>Note taker:</b>	Jeremy Convocar
<b>Timekeeper:</b>	Jeremy Convocar		
<b>Attendees:</b>	Jeremy Convocar		
<b>Please read:</b>	Enter reading list here		
<b>Please bring:</b>	N/A, Laptop		

## Minutes

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<b>Agenda item:</b>	Assigning roles/duties to complete by next week	<b>Presenter:</b>	Sahil
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### Discussion:

We assigned roles and divided tasks amongst the group members, as well as planned for our next meeting.

Action items	Person responsible	Deadline
✓ Create powerpoint/google slides	Sahil	4/9/2024 (next meeting)
✓ Research/Presentation Images	Jeremy, Akari,	4/9/2024 (next meeting)
✓ Setup team group chat	Sahil, Akari	4/3/2024
✓ Format presentation	Jeremy, Sahil,	4/17/2024

## Other Information

### Observers:

N/A

### Resources:

Google Slides, PowerPoint, Discord,

### Special notes:

Enter any special notes here.