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| Team Meeting | Jeremy Convocar4/2/2024Discord/CKB |

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| Meeting called by: | Sahil | Type of meeting: | Enter meeting type here |
| Facilitator: | Sahil and Akari | Note taker: | Jeremy Convocar |
| Timekeeper: | Jeremy Convocar |  |  |

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| Attendees: | Jeremy Convocar |
| Please read: | Enter reading list here |
| Please bring: | N/A, Laptop |

# Minutes

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| Agenda item: | Assigning roles/duties to complete by next week | Presenter: | Sahil |

#### Discussion:

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

#### Conclusions:

Enter conclusions here.

| 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 * Format presentation | Sahil, Akari  Jeremy, Sahil, | 4/3/2024  4/17/2024 |

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| Agenda item: |  | Presenter: |  |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

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| Agenda item: | Enter agenda item here | Presenter: | Enter presenter here |

#### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

# Other Information

#### Observers:

N/A

#### Resources:

Google Slides, PowerPoint, Discord,

#### Special notes:

Enter any special notes here.