**To:** Professor Weinschenk

**From:** Group 4 Piracy and Open Source: Kevin Andrade, Anthony Caligure, Alan Liang, Kevin Wu

**Date:** 11/19/17

**Re:** Team Meeting Minutes

**Recorder:** Kevin Andrade

**Meeting Time:** 10/09/2017, Monday, 6:30 pm – 7:30 pm in C4

**Attendance:** Kevin Andrade, Anthony Caligure, Alan Liang, and Kevin Wu

**Absent:** N/A

**Report of Accomplishments:**

Anthony, Kevin A, Alan, and Kevin W. finalized their individual sections for the PowerPoint. Grammatical errors corrected and formatting was finalized. The gant chart was updated by Kevin W, while Alan, and Kevin A modified the appearance of the PowerPoint. Continuous editing and formatting occurred and appropriate images were added. The group decided who was presenting which part of the introduction and conclusion. Unanimously agreed what the closing statement of the conclusion will be.

**Discussion Items:**

Presented individual power point section and had each section approved by the group inconsistencies were corrected 35 min

Everyone’s slides were adjusted based on group’s comments and recommendations 15 min

Anthony and Kevin W. created and updated the second gant chart while Kevin A. began working on the Richard Stallman introduction slide and made further adjustments to his slides. Alan worked on his section of the introduction slide and his individual research topic slides. 5 min

Scheduled the next meeting for Monday 11/27 at 8:30 – 9:30pm in the public speaking lab, due to Alan being unable to attend original date, Thursday 11/16, for the public speaking lab. 5 min

**Assignments:**

Everyone will practice for the PSL appointment 11/27

Everyone will add any additional adjustments to slides 11/27

**Next Meeting:** Public Speaking lab, 11/27, Monday 8:30 – 9:30pm