

# Team Meeting

20 MAY 2022 / 2:15 PM / ZOOM

## Attendees

Ate, Stefan, Xavier, Jiadong, Zexi, Ni

## Agenda

**Presentation feedback**

**Report feedback**

## Notes

Presentation Suggestions:

1. Introduce the client (where the problem is from), why it's important, what are the covariates, and a snapshot of the spreadsheet (rows and columns).
2. Write fewer words, not whole sentences, but key words. And use more graphs.
3. Explain key concepts and terminology. Introduce concepts using nontechnical language.

## Action Items

- Revise presentation slides
- Submit presentation
- Continue report writing

## Next Meeting Agenda