# Team Meeting

Date | time 9/13/2022 2:00 PM| Location via teams

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | Regular Team Meeting(Tues) | | Type of meeting | Finish Deliverable1 | | Facilitator | Lei | | Note taker | Bermet | | Timekeeper | Shayekh | | Attendees Everyone Present |
|  |  |

## Agenda Items

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time allotted |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present Final Gantt Chart | Bing | 15mins |
|  | Modify Gantt Chart | All | 1hr:00min |
|  | Discuss client description | Ibrahim | 20mins |

## Other Information

Deadline for finishing Deliverable1 9/13/2002 11:30PM