Team Meeting

Meeting called by:	Ege Atay	**Type of meeting:**	Norming – Preparing presentation
Facilitator:	Christopher Rescinio	**Note taker:**	Joshua Amora
Timekeeper:	Michael O'Hanlon		

Attendees:	Michael O'Hanlon, Christopher Rescinio, Joshua Amora
Please read:	Enter reading list here
Please bring:	Enter items to bring here

30 Minutes

Agenda item:	Preparing presentation material	**Presenter:**	Ege Atay

Discussion:

Preparing the presentation slides from the notes we took while brainstorming.

Conclusions:

Prepared the slides for our presentation.

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:	Discussing presentation style of possible solutions	**Presenter:**	Christopher Rescinio

Discussion:

Decide on how to present each database product candidate

Conclusions:

The presentation material will list pros and cons in respect to the needs of our client

Action items	Person responsible	Deadline
✓ Describe MySQL for given scenario	Christopher Rescinio	April 5, 2022
✓ Describe Oracle 12c for given scenario	Joshua Amora	April 5, 2022
✓ Describe Microsoft SQL Server for given scenario	Michael O'Hanlon	April 5, 2022

Agenda item: Future Meetings   **Presenter:**   Christopher Rescinio

Discussion:

For future meetings, we will decide on how to present the topic using the materials we made.

Conclusions:

We will conclude how to present the slides, as well as a division of parts to present.

Action items	Person responsible	Deadline
✓ Enter action items here	Enter person responsible here	Enter deadline here
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✓ Enter action items here	Enter person responsible here	Enter deadline here

Other Information

Observers:

Enter observers here.

Resources:

Enter resources here.

Special notes:

Enter any special notes here.