Team Meeting Report

1. Title Page

- Title: First Team Meeting Report
- Date: 30/9
- Team Members: Mohamed Mahmoud, Montyeid

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2. Meeting Details

- **Date and Time of Meeting**: [Insert date and time]
- **Team Name**: [Insert your chosen team name]

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3. Introductions

- **Name**: Mohamed Mahmoud
  - **Mission Statement**: [Insert your mission statement]
  - **Strengths**: [List your strengths]
- **Name**: Montyeid
  - **Mission Statement**: [Insert Montyeid's mission statement]
  - **Strengths**: [List Montyeid's strengths]

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4. Hummingbird Report

- **Interviewed Hummingbird**: [Name of Hummingbird]
  - **Problem Tackled**: [Describe the problem]
  - **Solution**: [Explain how they are helping]
  - **Inspiration**: [What you found inspiring about their actions]

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5. Problem Statements

- **Individual Problem Statements**:
  - Mohamed Mahmoud: [Insert your problem statement from Milestone #3]
  - Montyeid: [Insert Montyeid's problem statement from Milestone #3]

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6. Team's Chosen Problem Statement

- **Agreed Problem Statement**:
  - [Insert the selected problem statement that relates to a GCGO, is clearly defined, and can be addressed using technology]

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7. Team Roles

- **Role Assignments**:
  - Mohamed Mahmoud: [Primary Role], [Backup Role]
  - Montyeid: [Primary Role], [Backup Role]

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8. Research Plan

- **Types of Research**:
  - [Outline the research types your team plans to conduct]
- **Data Visualization**:
  - [Discuss how you will visualize the data or what existing visualizations you will find]

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9. Next Meeting Schedule

- **Date and Time of Next Meeting**: [Insert date and time]

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10. Questions and Comments

- [List any questions or comments that team members had during the meeting]

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11. Action Items

- **Mohamed Mahmoud's Action Items**:
  - [List tasks you need to complete before Milestone #6]
- **Montyeid's Action Items**:
  - [List tasks Montyeid needs to complete before Milestone #6]

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12. Meeting Retrospective

- **What Went Well**: [List positive aspects of the meeting]
- **What Did Not Go Well**: [Identify any issues and how to avoid them in future meetings]
- **Improvements for Future Meetings**: [Suggestions for enhancing meeting efficiency]

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13. Conclusion

- [Summarize the meeting and express commitment to the project]

Additional Notes

- Make sure to include visuals, graphics, or any relevant images to enhance the report as suggested in the agenda.
- Ensure that the problem statements and roles are agreed upon by both team members before finalizing the PDF.
- Review the document for clarity, coherence, and completeness before submission.

1.