**MEETING MINUTES –**

**[Week 4 MEETING 1 OF INTEGRATED PROJECT\_ GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Review draft SOW-Part 1;

discuss preferred structures for mid-term presentation

***Date:*** 06/12/2024

***Time:*** 10:40 AM EDT ***Meeting Type:*** Virtual Meeting

***Timekeeper:*** Ira, Thomas ***Note Taker:***  Orange

***Attendees:*** Ira(Mentor), Thomas(Mentor), Luyang(Mentee), Orange(Mentee), Ruizhe(Mentee)

**Meeting Documents**

* Draft SOW-Part 1 uploaded by Team#Carlos [SOW(draft), part 1](https://docs.google.com/document/u/0/d/1Or5UYwrIpWmhBGlRIN3m0q9_wNfp5FoW/edit)
* Recommended structures for Mid-Term Presentation attached [Recom.](https://drive.google.com/open?id=1g3tOW0mPfcrn5Fuc6VAryW-ha_zQnLJW)

**Progress Report**

Team has completed the first part of the Statement of Work and is ready for review. The team is also prepared to discuss the Recommended Structure for the mid-term presentation.

**Special Business**

1. **Review of Draft Statement of Work Part 1**

Review the draft Statement of Work, ensuring all objectives and tasks are clearly defined and aligned with project goals.

* Clarify and explain all the technical terms;

1. **Discussion: Guidelines For Mid-Term Presentation Structure**

* Go through the Recommended Structure for the mid-term presentation with Ira and Thomas;
* The suggested structure: introduction, agenda, business issue background, project goals, planned approach, steps taken, next steps, and a Q&A section;
* The importance of *telling a story*;
* The importance of a clear and concise presentation that effectively communicates the project's progress and future plans;
* How to best utilize slides and relying on them as the sole method of communication

**Date and Time of the Next Meeting**

The students and mentor (Carlos) will meet on conference call on 06/13 Thursday.

**Close**

All team members are reminded to review the draft Statement of Work and prepare their input for the mid-term presentation discussion.

June 12, 2024

Recorded by

Orang