**MEETING MINUTES –**

**[Week 8 MEETING 1 OF INTEGRATED PROJECT\_ GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Reviewed midterm presentation;

discussed preferred structures for the final presentation

***Date:*** 07/10/2024

***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**

* Midterm Presentation slides [Midterm Presentation.pptx](https://docs.google.com/presentation/u/0/d/1z4p4zrAxUWhUszdZtLHZvMSbWdTLPOxg/edit)
* Review and feedback of the Midterm Presentation [08 Presentation feedback.pptx](https://docs.google.com/presentation/d/11HeMvIQLORHm9N4xlY_Tg8YJFYgI7bF5/edit?usp=drive_link&ouid=114295122645242614992&rtpof=true&sd=true)
* Recommended structures for the Final Presentation and Executive Summary [Columbia - Summer 2024 Integrated Projects Kickoff Meeting with Students - v4 05-05-24.pdf](https://drive.google.com/file/d/1-doskPKC7qimQtuPac9YKM-m-aRgV9Hz/view?usp=drive_link)

**Progress Report**

* The team has delivered the Midterm Presentation and received feedback.
* The team is carrying out the next steps mentioned in SOW-part 2 and Midterm Presentation.
* The team discusses the recommended structure/improvement tips for the upcoming Final Presentation, as well as the Executive Summary.

**Special Business**

1. **Review of The Midterm Presentation**

Instructors Thomas and Ira recapped the team’s performance on the Midterm Presentation, giving some potential tips to improve the delivery:

* + Use of terminology
  + Use of graphs and axis scales
  + How to better prepare for and answer the questions

1. **Discussion: Guidelines For The Final Term Presentation**

Instructors suggested preferred ways to carry out the Final Presentation:

* + Use of bibliography
  + Brief highlights/recaptions of midterm topics
  + “Next Step”/ “Follow Up” part after the project

1. **Discussion: Guidelines For The Executive Summary**

Instructors suggested the preferred forms of the Executive Summary mentioned in the kickoff agenda: brief but comprehensive.

**Date and Time of the Next Meeting**

The students and mentor (Carlos) will meet on a conference call on 07/11 Thursday.

The students and instructors (Thomas and Ira) will meet on a conference call on 07/24 Wednesday.

**Close**

All team members are reminded to review the mid-term presentation, prepare for the next steps and the Fianl Presentation.

July 10, 2024

Recorded by

Orange