**MEETING MINUTES –**

**[Week 10 MEETING 1 OF INTEGRATED PROJECT\_ GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Progress check and question solving

***Date:*** 07/24/2024

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

***Timekeeper:*** Tom ***Note Taker:***  Luyang

***Attendees:*** Tom(Instructor), Ira( Instructor), Luyang(Mentee), Orange(Mentee), Ruizhe(Mentee)

**Meeting Documents**

None

**Progress Report**

See Meeting minute with Carlos

**Special Business**

We went over the final presentation and final report recommended structure.

1. Recommendations: turning findings from analysis to something actionable for the client
2. Leave question material in the appendix
3. Time management: leave 5 minutes for recap, and 25 minutes for new stuff.

Leave stuff that we don’t have time to talk about in the appendix

1. Focus on what the client wants to hear about (impact on their business, not number stuffs)

**Date and Time of the Next Meeting**

07/25 at 8 am

**Close**

July 24, 2024

Recorded by

Luyang