**MEETING MINUTES –**

**[Week 6 MEETING 3 OF INTEGRATED PROJECT\_ GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Cancel and reschedule meeting

***Date:*** 06/20/2024

***Time:*** 8:00 AM EDT ***Meeting Type:*** Virtual Meeting

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

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

**Meeting Documents**

* None

**Progress Report**

Team is working on EDA, and preparing for the midterm presentation.

**Special Business**

1. **Received feedback for so far progress**
   1. Mentee team received feedback about their work so far. Most things are good, but they may need more off-line team communication. Luyang points out that they seem to miss some communication because they received data shortly before the meeting. In this case, they did not have too much time to communicate before that meeting.
2. **Comments about presentation preparation**
   1. Mentee team receives suggestions about their presentation, including doing rehearsal before Monday, setting traffic man for answer questions, avoiding fake on uncertain questions, transfering between members smoothly and so on. Mentee team will pay attention to it during the presentation.

**Date and Time of the Next Meeting**

Team will give the presentation on 07/01 Monday.

**Close**

Team will rehearse the presentation to give it next Monday.

June 28, 2024

Recorded by

Ruizhe