

Team Meeting

Date: 11/27/24

Time: 6:30 pm -> 6.47 pm

Location: Virtual Over
Google Meets

Meeting called by:	Irving Castillo	Type of meeting:	Virtual Meeting
Facilitator:	Irving Castillo	Note taker:	Irving Castillo
Timekeeper:	Irving Castillo		

Attendees: Derrick Sanchez, AJ Estrella, Edison Cheng

Please read: N/A

Please bring: N/A

Minutes

Agenda item: Scheduled a rehearsal meeting before Presentation Day.

Presenter: Irving Castillo

Discussion:

Came to an agreement on when we can meet up so we can rehearse our presentation and ensure that the duration adheres to the time limit.

Conclusions:

We will rehearse our presentation the Monday before our presentation.

Action items	Person responsible	Deadline
✓ Completed Slides	Derrick	12/02/24
✓ Completed Slides	Edison	12/02/24
✓ Completed Slides	AJ	12/02/24

Agenda item:
Make sure to review all the slides

Presenter: Irving Castillo

Discussion:

We discussed that it may occur that something we talked about in our slides may overlap with what someone else said previously.

Conclusions:

Make sure that the information stays consistent throughout the presentation and if possible overlap happens then communicate through our Discord chat.

Action items	Person responsible	Deadline
✓ Review the slides when done with your part	Derrick	12/02/24
✓ Review the slides when done with your part	Edison	12/02/24
✓ Review the slides when done with your part	AJ	12/02/24

**Agenda item: List
all your sources****Presenter:** Irving Castillo**Discussion:**

We discussed how everyone should list out their sources in the sources slide. We also talked about how any pictures we use we have to use a caption to cite the image.

Conclusions:

All sources should be ready and listed in the appropriate slides.

Action items	Person responsible	Deadline
✓ Sources ready and listed	Derrick	12/02/24
✓ Sources ready and listed	Edison	12/02/24
✓ Sources ready and listed	AJ	12/02/24

Other Information

Observers:

Edison Cheng, AJ Estrella, Derrick Sanchez

Resources:

Google Slides, Google Meets

Special notes:

N/A