

# Team Meeting

Date: 10/04/24

Time: 6:00 pm -> 6.18 pm

Location: Virtual Over  
Google Meets

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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

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**Agenda item:** Project  
Progress Update

**Presenter:** Irving Castillo

### Discussion:

Talk about how far each member has progressed through the project

### Conclusions:

We decided on a project slide template and decided to have our slides mostly finished by next week's meeting

Action items	Person responsible	Deadline
✓ Derrick Sanchez	Mostly Finished Slides	10/12/24
✓ Edison Cheng	Mostly Finished slides	10/12/24
✓ AJ Estrella	Mostly Finished Slides	10/12/24

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**Agenda item:** Citing our sources

**Presenter:** Irving Castillo

### Discussion:

Decide in what format we are going to cite our sources

### Conclusions:

Decided to cite our sources via APA format

Action items	Person responsible	Deadline
✓ N/A	Enter person responsible here	Enter deadline here

**Action items**

✓ N/A

✓ N/A

**Person responsible**

Enter person responsible here

Enter person responsible here

**Deadline**

Enter deadline here

Enter deadline here

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**Agenda item:** Pictures**Presenter:** Irving Castillo**Discussion:**

Decide how frequently we are going to use pictures in our slides.

**Conclusions:**

We decided we were going to figure it out once we have the slides completed. We also talked about websites where we can get free licensed pictures from.

**Action items**

✓ N/A

✓ N/A

✓ N/A

**Person responsible**

Enter person responsible here

Enter person responsible here

Enter person responsible here

**Deadline**

Enter deadline here

Enter deadline here

Enter deadline here

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***Other Information*****Observers:**

Edison Cheng, AJ Estrella, Derrick Sanchez

**Resources:**

Google Slides

**Special notes:**

N/A