

# Team Meeting

**Date:** 12/04/2022

**Time:** 3:00 pm - 4:40 pm

**Location:** Classroom

**Meeting called by:** All Team Members

**Type of meeting:** Group Project

**Facilitator:** Sarah

**Note taker:** Pham

**Timekeeper:** Allen

**Attendees:** Pham, Priya, Allen, Sarah

**Please read:** Social Finance Research  
Document, Google Slides

**Please bring:** Laptop

## Minutes

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**Agenda item:** Finish Presentation Slides

**Presenter:** All team members

### Discussion:

Putting in finish touches to the slides for a final version

### Conclusions:

Action items	Person responsible	Deadline
✓ Check the content and visual of your part	All team members	12/04/22
✓ Go through the whole deck	All team members	12/04/22
✓ Fix spelling/grammar and final details	All team members	12/04/22

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**Agenda item:** Presentation Practice Runthrough

**Presenter:** All team members

### Discussion:

We will have practice rounds and go over the whole presentation and fix mistakes as we go.

Action items	Person responsible	Deadline
✓ Practice presentation	All team members	12/04/22

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## ***Other Information***

### **Resources:**

[GitHub Repository](#) (for final document uploads)

Shared Google Drive (for document management)

### **Special notes:**

So far the team is on track. The project requirements are clear, and we have a strong approach on how to complete the project and how to go about developing our product.

Note taker will be Facilitator next week.