

Team Meeting

Date: 11/29/2022

Time: 6:05 pm - 6:30 pm

Location: Classroom

Meeting called by: All Team Members

Type of meeting: Group Project

Facilitator: Priya

Note taker: Sarah

Timekeeper: Pham

Attendees: Pham, Priya, Allen, Sarah

Please read: Social Finance Research Document

Please bring: Laptop

Minutes

Agenda item: Begin Presentation

Presenter: All team members

Discussion:

Get the outline of the slides done and assign the topics to each person

Conclusions:

Action items

Person responsible

Deadline

✓ Have your presentation part done by Sunday

All team members

11/04/22

✓ upload slides to drive to contribute

Enter person responsible here

Enter deadline here

✓ Enter action items here

Enter person responsible here

Enter deadline here

Agenda item: Schedule run through and practice your part

Presenter: All team members

Discussion:

Conclusions:

Sunday will be our practice day – our time will be dedicated to figuring out the flow of the presentation to avoid any last-minute mistakes.

Additionally, a name for our hypothetical product needs to be finalized.

Action items

Person responsible

Deadline

✓ Enter action items here

Enter person responsible here

Enter deadline here

✓ Enter action items here

Enter person responsible here

Enter deadline here

✓ Enter action items here

Enter person responsible here

Enter deadline here

Agenda item: Enter agenda item here

Presenter: Enter presenter here

Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Conclusions:

Enter conclusions here.

Action items

✓ Enter action items here

✓ Enter action items here

✓ Enter action items here

Person responsible

Enter person responsible here

Enter person responsible here

Enter person responsible here

Deadline

Enter deadline here

Enter deadline here

Enter deadline here

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.