

Team Meeting

Date
Time
Location

Meeting called by:	Javier Tabar	Type of meeting:	Practice and Organization
Facilitator:	Javier Tabar	Note taker:	Michelle
Timekeeper:	Samerth		
Attendees:	Michelle, Samerth, Shreya		
Please read:	Researched websites, and PowerPoint presentation		
Please bring:	N/A		

Minutes

Agenda item:	Practicing and reading presentation	Presenter:	Javier
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Discussion:

We discussed how to organize our presentation and looked at each other's work to make sure everything was good

Conclusions:

Our presentation looks good, and everything seems to be in ordered. We just need to practice and fix up a few things in the presentation.

Action items	Person responsible	Deadline
✓ Practice presentation	Everyone	4/19/2022
✓ Fix details in the document	Everyone	4/19/2022

Agenda item:	Organizing the GitHub	Presenter:	Samerth
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Discussion:

Trying to get every member on the GitHub

Conclusions:

All members are in the GitHub and uploading files

Action items	Person responsible	Deadline
✓ Get all members in GitHub	Samerth	4/19/2022