| Team Meeting #1 | Date: 10/30/2023  Time: 6:00 PM - 7:00 PM  Location: Online/Discord |
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| **Meeting Called By** | Jasmin Rutter | **Type of Meeting** | Voice Call |
| --- | --- | --- | --- |
| **Facilitator** | Jade Matzel | **Note Taker** | Arya Mazandarani |
| **Timekeeper** | Shaan Malik |  |  |

| **Attendees:** | Jasmin Rutter, Jade Matzel, Arya Mazandarani, Shaan Malik |
| --- | --- |
| **Please Read:** | N/A |
| **Please Bring:** | N/A |

Minutes

**Agenda item:** Initial Setup of Project

**Discussion:**

Talking about how we should set up our presentation and what we need to start researching.

**Conclusions:**

Each member was assigned a task

| **Action Items** | **Person Responsible** | **Deadline** |
| --- | --- | --- |
| ✓ How Generative AI works | Jasmin Rutter | 11/7/2023 |
| ✓ Brief overview/background of Generative AI | Jade Matzel | 11/7/2023 |
| ✓ Applications of Generative AI | Arya Mazandarani | 11/7/2023 |
| ✓ Challenges of Generative AI | Shaan Malik | 11/7/2023 |

Other Information

| **Observations:** | N/A |
| --- | --- |
| **Resources:** | N/A |
| **Special Notes:** | N/A |