| Team Meeting #3 | Date: 11/21/2023  Time: 6:00 PM - 7:00 PM  Location: Online/Discord |
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| **Meeting Called By** | Jade Matzel | **Type of Meeting** | Voice call |
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| **Facilitator** | Arya Mazandarani | **Note Taker** | Shaan Malik |
| **Timekeeper** | Jasmin Rutter |  |  |

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

Minutes

**Agenda item:** Discuss presentation work, and add further information to slides

**Discussion:**

We discussed what everyone has added to the slides so far and what else we all think should be added to improve upon them.

**Conclusions:**

Thus far slides are satisfactory, and require minor improvements.

| **Action Items** | **Person Responsible** | **Deadline** |
| --- | --- | --- |
| ✓ Review slides for grammatical errors | Jasmin Rutter | 11/21 |
| ✓ Review slides for brevity | Jade Matzel | 11/21 |
| ✓ Review slides for images | Arya Mazandarani | 11/21 |
| ✓ Review slides for formatting | Shaan Malik | 11/21 |

Other Information

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