| Team Meeting #5 | Date: 12/4/2023  Time: 6:00 PM - 7:00 PM  Location: Online/Discord |
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| **Meeting Called By** | Shaan Malik | **Type of Meeting** | Voice Call |
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| **Facilitator** | Jasmin Rutter | **Note Taker** | Jade Matzel |
| **Timekeeper** | Arya Mazandarani |  |  |

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

Minutes

**Agenda item:** Making sure everyone knows what they are reading and doing for the presentation

**Discussion:** We discussed the content of our slides and what each team member needs to do and read out loud for the upcoming presentation, and any other final details

**Conclusions:** Each member finalized their respective slides and reviewed their content for presentation readiness.

| **Action Items** | **Person Responsible** | **Deadline** |
| --- | --- | --- |
| ✓ Finalize slides and prepare for presentation | Jasmin Rutter | 12/4 |
| ✓ Finalize slides and prepare for presentation | Jade Matzel | 12/4 |
| ✓ Finalize slides and prepare for presentation | Arya Mazandarani | 12/4 |
| ✓ Finalize slides and prepare for presentation | Shaan Malik | 12/4 |

Other Information

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