

Team Meeting Minutes

11/21/24

5:30 PM - 6:50PM

Discord Virtual Meeting

Attendees: Victor Motino, Joseph Leung, Simon Leong

Absentees: N/A

Meeting Overview: Further developing the presentation and continued working on the project report. Discussed and analyzed individual contributions to ensure a cohesive slides presentation.

Minutes

Agenda item: Finalizing Presentation

Presenter: N/A

Discussion:

Reviewed and refined presentation slides to ensure clarity and visual appeal. We also coordinated individual speaking points and transitions between slides, analyzing the flow of content to ensure it also aligned with the project report.

Conclusions:

Presentation slides and talking points are nearly complete, pending final review (next week?).

Action items	Person responsible	Deadline
✓ Slides Reviews	All	11/26/24
✓ Individual Presentation Rehearsal	All	11/26/24
	Joseph	11/26/24

Agenda item: Working on project report

Presenter: N/A

Discussion:

- Collaborated on key sections of the project to provide consistency.
- Verified that all research on AML, KYC, and fraud detection was reflected enough.
- Discussed the integration of Ethereum's features into the report as the platform choice.

Conclusions:

The report structure is almost complete; pending final review (next week).

Action items	Person responsible	Deadline
✓ Complete report draft	All	11/26/24
✓ Edit and proofread	All	11/26/24
✓ Practice slides presentation	All	11/26/24

Other Information

Resources:

N/A

Special notes:

We should prioritize rehearsing transitions and timings during the next meeting (at least three times) to ensure proper delivery.

A final review meeting is scheduled for 11/26/24 to address any outstanding issues.