| **Team Meeting Minutes** | **11/29/24****5:30 PM - 6:50 PM****Discord Virtual Meeting** |
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| **Attendees:** | Victor Motino. Joseph Leung, Simon Leong |
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| **Absentees:** | N/A |
| **Meeting Overview:** | This week's meeting focused on the progress made on slides and the final report for the project. |

# ***Minutes***

| **Agenda item:** Progress on slides and final report |  | **Presenter:** | N/A |
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#### **Discussion:**

* Reviewed the draft slides for the final presentation
* Shared updates on the content of the final report
* Discussed any gaps or edits needed for both slides and report
* Ensured alignment on formatting, references, and key points to include

#### **Conclusions:**

* The slides are close to completion
* The final report needs proofreading

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| * Finalize slides for presentation | All |  |
| * Proofread and complete the final report | All |  |
|  |  |  |

| **Agenda item:** | Preparation for presentation | **Presenter:** | N/A |
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#### **Discussion:**

* Discussed roles and speaking points for the final presentation
* Agreed on a practice session to ensure good delivery

#### **Conclusions:**

* Each member will rehearse their section of the presentation individually and during the next team meeting
* A practice session is included to finalize transitions and timing

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| * Rehearse individual speaking sections | All |  |
| * Attend practice presentation meeting | All |  |

# ***Other Information***

#### **Resources:**

N/A

#### **Special notes:**

N/A