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| Team 5 Meeting 1 | Date October 30, 2024Time 5:00Location: Virtual |

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| Meeting called by: | Deanna Rodriguez | Type of meeting: | 1st Meeting |
| Facilitator: | Melvin Berkoh | Note taker: | Deanna Rodriguez |
| Timekeeper: | Leonel Lourenco |  |  |

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| Attendees: | Leonel Lourenco, Melvin Berkoh, Deanna Rodriguez |
| Please read: | The project assignment |
| Please bring: | Brainstorming ideas |

# Minutes

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| Agenda item: | Go Over Project 5 | Presenter: | Deanna Rodriguez |

#### Discussion:

We discussed the overall project and the problem at hand. We are starting a presentation on the slides to continue adding information as we research the best solution to the problem.

#### Conclusions:

As of now we have slides to consider as notes as we add information about which crypto platforms is a better option. But with each meeting we will continue to consider if we will make any changes or not.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Responsible for creating slides | Deanna Rodriguez | 11/7/2024 before next meeting |
| * Responsible for relaying crypto background | Melvin Berkoh | 11/7/2024 before next meeting |
| * Responsible for making sure information understandable | Leonel Lourenco | 11/7/2024 before next meeting |

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| Agenda item: | Crypto background | Presenter: | Melvin Berkoh |

#### Discussion:

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#### Conclusions:

As of now we have slides to consider as notes as we add information about which crypto platforms is a better option. But with each meeting we will continue to consider if we will make any changes or not.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Will add facts on crypto to generate ideas | Melvin Berkoh | 11/7/2024 before next meeting |
| * Brainstorming how the presentation can flow | Leonel Lourenco | 11/7/2024 before next meeting |
| * Sharing information reserached | Deanna Rodriguez | 11/7/2024 before next meeting |

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| Agenda item: | Information understandable | Presenter: | Leonel Lourenco |

#### Discussion:

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#### Conclusions:

As of now we have slides to consider as notes as we add information about which crypto platforms is a better option. But with each meeting we will continue to consider if we will make any changes or not.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Have everyone confirm their plan for the week | Leonel Lourenco | 11/7/2024 before next meeting |
| * Brainstorming how the presentation can flow | Melvin Berkoh | 11/7/2024 before next meeting |
| * Addressing any issues | Deanna Rodriguez | 11/7/2024 before next meeting |

# Other Information

#### Observers:

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| Leonel Lourenco |
| Melvin Berkoh |
| Deanna Rodriguez |

#### Resources:

The project outline.

#### Special notes:

n/a