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| Team 5 Meeting 4 | Date November 22, 2024Time 5:00Location: Virtual |

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| Meeting called by: | Deanna Rodriguez | Type of meeting: | 4th 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 issues we found while going over the project. We are making changes to the presentation on the slides as we continue to add new information.

#### Conclusions:

As of now we are still updating the slide and adding information as we continue trying to finish the presentation. We are in the middle of also writing information on the speaker’s notes that can be used as reference while we are presenting.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Responsible for updating slides | Deanna Rodriguez | 11/26/2024 before next meeting |
| * Responsible for updating slides | Melvin Berkoh | 11/26/2024 before next meeting |
| * Responsible for updating slides | Leonel Lourenco | 11/26/2024 before next meeting |

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| Agenda item: | Presention | Presenter: | Melvin Berkoh |

#### Discussion:

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#### Conclusions:

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| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Sharing new information researched | Melvin Berkoh | 11/26/2024 before next meeting |
| * Going over what is on the slides | Leonel Lourenco | 11/26/2024 before next meeting |
| * Cleaning up slides | Deanna Rodriguez | 11/26/2024 before next meeting |

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

#### Discussion:

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#### Conclusions:

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| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Brainstorming how the presentation can flow | Leonel Lourenco | 11/26/2024 before next meeting |
| * Have everyone confirm their plan for next week | Melvin Berkoh | 11/26/2024 before next meeting |
| * Addressing any issues that was messed | Deanna Rodriguez | 11/26/2024 before next meeting |

# Other Information

#### Observers:

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

#### Resources:

The project outline.

#### Special notes:

n/a