

Team Meeting

Date: 11/29/22

Time: 6:00 - 7:00

Location: Class

Meeting called by: Class

Type of meeting: IN class meeting

Facilitator: Ahmed

Note taker:
Franco

Timekeeper: Nikita

Attendees:

Abhi, Ahmed,
Franco, Nikita

Please read:

<https://www.vivifysystem.com/blog/2018/1/13/must-have-s-for-a-stem-lab>

Please bring:

Ourselves

60 Minutes

Agenda item: Adding more information to the slides

Presenter: Nikita

Discussion:

Nikita spoke up about moving onto to adding the information to the slides, such as budget and possible extensions

Conclusions:

Addition of more photos/changing wording

Action items	Person responsible	Deadline
✓ Finalizing slides	Nikita	12/6
✓ Making sure everyone is up to date w presenting	Nikita	12/6
✓ Rehearsing project	Nikita	12/6

Agenda item: Discuss w teacher on information and thoughts

Presenter: Abhi

Discussion:

Abhi asked the teacher about opinion, need more background and more presentation side rather than info side

Conclusions:

We determined the products and supplies we would need for the basic and advanced budget of the lab.

Action items	Person responsible	Deadline
✓ Images/background	Abhi	12/6
✓ Practicing projection	Abhi	12/6
✓ Editing slideshow	Abhi	12/6

Agenda item: Talked about presentation order

Presenter: Ahmed

Discussion:

Presentation order and slides were discussed, trying to estimate an average time.

Conclusions:

Finalized slides

Action items	Person responsible	Deadline
✓ Transition order	Ahmed	12/6
✓ Slide order	Ahmed	12/6
✓ Updating presentation slides	Ahmed	12/6

Other Information**Resources:**

<https://www.enasco.com/p/Customary-Metric-Tape-Measures---Pkg-of-10%2BTB15183>

https://www.stakb.org/stemlab/CatholicSchool.php?op=Cost_Stemlab

Special notes:

Just interesting information found.