**Team Meeting**

**Date: 11/23/2022**

**Time: 8:55 PM - 9:55 PM**

**Location: Discord**

| **Meeting called by:** | [Ahmed Mohamed](mailto:amm256@njit.edu) | **Type of meeting:** | Virtual Meeting |
| --- | --- | --- | --- |
| **Facilitator:** | Franco | **Note taker:** | Abhi |
| **Timekeeper:** | Nikita |  |  |

| **Attendees:** | Abhi, Nikita, Franco |
| --- | --- |
| **Please read:** | Enter reading list here |
| **Please bring:** | Enter items to bring here |

# 60 Minutes

| **Agenda item:** | Research Discussion | **Presenter:** | Franco |
| --- | --- | --- | --- |

## Discussion:

Franco discussed how we were going to format the presentation and topics needed to be covered. Things discussed were the following: standard lab equipment, equipment price range, and budget calculation.

## Conclusions:

Franco concluded that we would perform research on the current trends in stem fields, problems associated in each field, and estimate the budget of stem lab equipment.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| * Research products for science | Franco | 11/27/2022 |
| * Research products for Technology | Abhi | 11/27/2022 |
| * Research products for Engineering | Nikita | 11/27/2022 |

| **Agenda item:** | Presentation Format | **Presenter:** | Abhi |
| --- | --- | --- | --- |

## Discussion:

Abhi discussed what should be included in the presentation's slides. In addition, he suggested that we should have a reference slide that would reference a document.

## Conclusions:

We have decided that we have to include a slide that will contain a reference document.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| * Create presentation slides | Abhi | 11/27/2022 |
| * Create a reference document | Franco | 11/27/2022 |
| * Slides’ visuals and appearance | Nikita | 11/27/2022 |

| **Agenda item:** | Document Format | **Presenter:** | Nikita |
| --- | --- | --- | --- |

## Discussion:

Nikita talked about the importance of having a document which we can use to report our research findings. Additionally, he mentioned that we will summarize our findings, from this document, and state them in presentation slides.

**Conclusions:**

We will use this document to reference our ideas.

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
| * Create a findings document | Franco | 11/27/2022 |
|  |  |  |
|  |  |  |

# Other Information

## Resources:

Enter resources here.

## Special notes:

Enter any special notes here.

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