

Team Meeting #3

April 5, 2022

6:00 PM

Faculty Memorial Hall, 307

Meeting called by:	Ramanand Kachhia	Type of meeting:	Work on the Presentation
Facilitator:	Ramanand Kachhia	Note taker:	Wesley Fegan
Timekeeper:	Alexander Lleva		

Attendees: Wesley Fegan, Alexander Lleva, Ramanand Kachhia, Doron Griffin-Tann

Please read: Research materials.

Please bring: Computer and research materials.

Duration: 31 Minutes

Agenda item Make slides from research.

Presenter: Ramanand Kachhia

Discussion:

- Start working on slides before the next meeting. We have finished the final research for the topic that we are working on. We have already shared google slides. Try to complete the presentation if it's possible. Try to add images if possible, but only if they are strictly necessary. Keep the wording short. Tables and figures should be shown. See the guidance below:

1. Agenda – table of contents in briefest possible description
2. Executive Summary – In one page, describe the essence of the problem, findings, recommendations and next steps. Imagine you are writing this for a senior-level executive who only has time to read this one page of the presentation. Everything you want them to know about what follows in the full presentation should be here, in the most concise form.
3. Purpose - What is the "trigger" for this case? What problem, challenge, issue triggered the need for this presentation (in brief form)?
4. Situation Analysis - Appraise the current state and discuss the set of important facts regarding the issue you're investigating. Select the key issues that are important for the reader/decision maker to know about as background. Cite data, research, and all sources (as provided in the case, and seek more, if you choose).
5. Findings - Describe what you have discovered based on your investigation. Express the key insights you have assembled. This requires analytical thought, synthesis of different data, and logical, concise, and persuasive statements.
6. Recommendations and Support - Centered on your findings, describe your short list of actions. Support your recommendations with research or data, and analysis, tying this back to what we have covered in the course.
7. Summary - Construct your recommendations into one closing thought. This must be the essence of what you want the reader to recall from your presentation: Answer: What should they walk away with, so they support your recommendations? If you believe further actions are required, such as additional research and investments, specify this here.

- The Presentation will begin with an introduction to the problem ("Which currency will best suit the client to base their new currency on?").
- Each member will make a few slides about their individual topic.

- These will be followed by two slides, one with the pros and cons of Ethereum, and the other with the pros and cons of Bitcoin.
- The presentation will hopefully wrap up with our expert recommendation to the client.

Conclusions:

- We have discussed where we are in our research. Every team member has finished their research, so we will start working on the presentation. We are going to try to finish the presentation if possible.

Action items	Person(s) responsible	Deadline
✓ Start making slides	Alexander, Ramanand, Doron	04/09/2022
✓ Upload on the Google Docs		04/09/2022
✓ Complete a few slides before next meeting	Ramanand, Alexander, Doron	04/09/2022
	Alexander, Ramanand, Doron, Wesley	