

# Team Meeting

4/24/23

8:00 PM

Virtual - Discord

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|                    |  |                  |                                    |
|--------------------|--|------------------|------------------------------------|
| Meeting called by: | Thoa Le  | Type of meeting: | Finalize Presentation Requirements |
| Facilitator:       | Thoa Le  | Note taker:      | Thoa Le                            |
| Timekeeper:        | Thoa Le  |                  |                                    |
| Attendees:         | Altin Marku, Xavier Ruiz                                     |                  |                                    |
| Please read:       | Read over PowerPoint slides and requirements of past meeting |                  |                                    |
| Please bring:      | N/A  |                  |                                    |

## *30 Minutes*

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|              |                       |            |         |
|--------------|-----------------------|------------|---------|
| Agenda item: | Practice Presentation | Presenter: | Thoa Le |
|--------------|-----------------------|------------|---------|

### **Discussion:**

At this point, we've completed our slides and the requirements of the project task. Now, we will focus on coordinating which slides each team member will be responsible for presenting and practicing multiple times until class time.

### **Conclusions:**

N/A

| Action items                                  | Person responsible | Deadline   |
|---|--------------------|------------|
| • Meet up in person and practice presentation | All team members   | By 4/25/23 |

## *Other Information*

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### **Observers:**

N/A

### **Resources:**

N/A

### **Special notes:**

N/A