

Group 3 Minutes of the Meeting

Date: 11/29/24

Time: 4PM - 6PM

Location: Discord

Minutes by: Ayanfe Olunuga

Attendees: Ayanfe Olunuga
 Tomas Gonzalez
 Angelique Lee

Agenda Item:

- Update on the individual work done on the presentation slides
- Suggestion for edits and adjustments to be made
- Scheduling a meeting to prepare for the physical presentation

Actionable Items:

- Each team member worked on the slides individually, and we went through each other's work.
- Team members went over the slides together to check for coherence and errors.
- Suggestions were made to correct or adjust the contents of the slides, and those adjustments were implemented.
- A meeting was scheduled for December 2nd, so team members can physically prepare for the presentation and put finishing touches to the presentation slides

Conclusion:

The team should be prepared for the physical presentation by the final week.