

Team Meeting

11/29/2022-11/30/22

No time

Discord

Meeting called by:	Andrea Santiago	Type of meeting:	Checking how things are with our project
Facilitator:	Andrea Santiago	Note taker:	Andrea Santiago
Timekeeper:	Andrea Santiago		
Attendees:	Akshitha Singathi, Noelia Vazquez		
Please read:	Messages in Discord		
Please bring:	Nothing needed		

Minutes

Agenda item:	I checked for progress with everyone and updated everyone where I was with my section. I let everyone know when I will be submitting my work.	Presenter:	Andrea santiago
---------------------	---	-------------------	-----------------

Discussion:

Wanted to know how everyone was doing, due to schedules conflict we could not meet but communicated throughout the day.

Conclusions:

Waiting for everyone to have everything ready by December 1st.

Action items	Person responsible	Deadline
✓ I finished most of my work doing the final touches.	Andrea santiago	Thursday dec 1st
✓ Everyone should be working with the project	Everyone in the team	Thursday dec 1st

Agenda item:	Enter agenda item here	Presenter:	Enter presenter here
---------------------	------------------------	-------------------	----------------------

Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
✓ Enter action items here	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here
✓ Enter action items here	Enter person responsible here	Enter deadline here

Agenda item:	Enter agenda item here	Presenter:	Enter presenter here
---------------------	------------------------	-------------------	----------------------

Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

Conclusions:

Enter conclusions here.

Action items

- ✓ Enter action items here
- ✓ Enter action items here
- ✓ Enter action items here

Person responsible

Enter person responsible here
Enter person responsible here
Enter person responsible here

Deadline

Enter deadline here
Enter deadline here
Enter deadline here

Other Information

Observers:

Akshitha, Noelia

Resources:

Enter resources here.

Special notes:

Enter any special notes here.