

Team Meeting

Date
Time
Location

Meeting called by:	Everyone	Type of meeting:	Online/Discord
Facilitator:	Corey	Note taker:	Corey
Timekeeper:	Baris		

Attendees: Christine, Baris, Brian, Corey

Please read: N/A

Please bring: N/A

Minutes

Agenda item: Rearrange roles and start presentation **Presenter:** Corey

Discussion:

Conceptualized the tasks of the AI model; Found real-world examples of guest-facing models

Conclusions:

Concluded with new roles and items to finish researching

Action items	Person responsible	Deadline
✓ Luggage models; Yotel system	Baris & Corey	12/4/23
✓ Concierge real-world examples	Brian	12/4/23
✓ Cleaning services	Christine	12/4/23

Agenda item: Progressing the presentation **Presenter:**

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

Action items

✓ Enter action items here

Person responsible

Enter person responsible here

Deadline

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

Person responsible

Enter person responsible here

Deadline

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

Other Information

Observers:

Enter observers here.

Resources:

Enter resources here.

Special notes:

Enter any special notes here.