

Team Meeting

12/5/23

5pm-6pm

Online

Meeting called by:	Baris	Type of meeting:	online
Facilitator:	Baris	Note taker:	Brian
Timekeeper:	Corey		
Attendees:	Baris, Corey, Brian, Christine		
Please read:	N/A		
Please bring:	N/A		

Minutes

Agenda item:	Improve slides	Presenter:	Baris
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Discussion:

Improve the slides that we were assigned from the previous meeting.

Conclusions:

We all worked on our slides and cleaned up any missing ends and prepared for our presentation.

Action items	Person responsible	Deadline
✓ Luggage models; Yotel system slides	Baris & Corey	12/5/23
✓ Concierge real-world examples slides	Brian	12/5/23
✓ Cleaning services	Christine	12/5/23

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

Enter observers here.

Resources:

Enter resources here.

Special notes:

Enter any special notes here.