# Meeting Summary: Week B

The document summarizes a group meeting where Chance Roberts, Ashlyn, Autumn Noblit, and Kirstin Tretter collaborate on refining a shared project report and presentation. Key points discussed include:  
  
1. \*\*Document Refinement\*\*:   
 - The goal is to condense a 15-page report into a five-page format as required. The group discusses removing extraneous images and restructuring content to maintain clarity and meet the page limit.  
 - Each member contributes individual sections with an emphasis on consistency in style and content organization.  
  
2. \*\*Mitigation Strategy and Visuals\*\*:   
 - Chance plans to add a mitigation strategy section for his part. The group agrees to include minimal, essential visualizations in the report while expanding the presentation slides to showcase the visuals.  
  
3. \*\*Presentation Plan\*\*:   
 - They prepare for a five-minute presentation. Each member plans to contribute two slides summarizing the key aspects of their analysis.  
 - A shared Google Slides deck is used to create a consistent and collaborative presentation.  
  
4. \*\*GitHub and Technical Aspects\*\*:   
 - Chance explains GitHub usage for tracking contributions, emphasizing commit processes and collaboration tools. He provides a brief tutorial on how GitHub tracks changes and contributors.  
 - The group reviews their individual GitHub contributions and discuss how to report them accurately in the individual assessments.  
  
5. \*\*Project Submission and Wrap-Up\*\*:   
 - Once all edits are finalized, Chance will export the document as a PDF for submission. The group agrees to confirm completion via Discord.  
  
6. \*\*Miscellaneous Topics\*\*:   
 - Brief off-topic discussions occur about personal experiences with pets and other classwork challenges.