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| Team Meeting | 4/12/226:30pmWebex |

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| Meeting called by: | Avani Chandratre | Type of meeting: | Webex |
| Facilitator: | Johann Winter | Note taker: | Johann Winter |
| Timekeeper: | Johann Winter |  |  |

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| Attendees: | Abanoub Ibrahim, Aliyah Mohammed, Johann Winter |
| Please read: | Project Description, Outline Document, Linked Article on Outline |
| Please bring: | n/a |

# Minutes

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| Agenda item: | Outline Proposal and Presentation | Presenter: | Johann Winter, Avani Chandratre |

#### Discussion:

Partition the proposal into multiple subsections to be analyzed individually

#### Conclusions:

Complete subsection of presentation as defined in the outline and project description

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Select a section from Outline document and prepare presentation | Abanoub Ibrahim | 4/17/22 |
| * Select a section from Outline document and prepare presentation | Aliyah Mohammed | 4/17/22 |
| * Prepare Presentation section 2 (blue) in slides shared on Drive | Johann Winter | 4/17/22 |
| * Prepare presentation section 4 (yellow) in slides shared on Drive | Avani Chandratre | 4/17/22 |

# Other Information

#### Observers:

n/a

#### Resources:

n/a

#### Special notes:

n/a