Team Meeting

Meeting called by:	Jonathan Metry	**Type of meeting:**	Planning and Final touchups
Facilitator:	Jonathan Metry	**Note taker:**	Jonathan Metry
Timekeeper:	Jonathan Metry		

Attendees: Daniel Pol, Cynthia Rittenbach, Frank Santos

Please read:

Please bring:

Minutes

Agenda item: Plan out the presentation order and what will be said   **Presenter:**   Jonathan Metry

Discussion:

How will we present the information and what solution do we as a group agree is the best for the problem given?

Conclusions:

We have determined the order in which we will all present the information and which platform is the best choice.

Action items	**Person responsible**	**Deadline**
✔ Finish up slides and become familiar with information	Cynthia Rittenbach	12/03/2024
✔ Become familiar with information	Daniel Pol	12/03/2024
✔ Become familiar with information	Frank Santos	12/03/2024

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

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Discussion:

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Conclusions:

Enter conclusions here.

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Other Information

Observers:

Enter observers here.

Resources:

Enter resources here.

Special notes:

Enter any special notes here.