**MEETING ANNOUNCEMENT**

**From: Daniel**

**To: Rodrigo, Juan, Guillermo**

**DATE AND TIME: 20/02/2022 - 19:00**

**PLACE: Online via Discord**

**DURATION: 30 minutes**

**PURPOSE: Prepare the Presentation material**

1. **AGENDA:** 
   1. Go over the pending work on the presentation
   2. Practice timings and the presentation flow
2. **DECISION FOLLOW-UP**

**We should be starting the Technical Report soon.**

1. **DOCUMENTATION**

Google Slides

Each Ones’ presentation notes

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**MEETING MINUTES**

**DATE AND TIME: 20/02/2022 - 19:00**

**PARTICIPANTS: Rodrigo, Daniel, Guillermo, Juan**

**\*Note: Rodrigo was 25 minutes late**

1. **KEY POINTS DISCUSSED**

Value the points and clean out the presentation.

Practice the oral part of the presentation.

Structure the presentation topics so each part doesn’t collide with the others.

1. **DECISIONS MADE**

We will polish the presentation timings during next Tuesday’s class

| **ACTIONS** | **RESPONSIBLE PERSON** | **DEADLINE** |
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| Oral presentation practice. (Project definition) | Juan | 22/02/2022 |
| Oral presentation practice. (Introduction) | Rodrigo | 22/02/2022 |
| Oral presentation practice. (Visuals) | Daniel | 22/02/2022 |
| Oral presentation practice. (Conclusion) | Guillermo | 22/02/2022 |
| Call next meeting | Guillermo | 21/02/2022 |