

Team Meeting

Date
Time
Location

Meeting called by:	Demetris Perdikos	Type of meeting:	Introduction/Rough Draft
Facilitator:	Discord	Note taker:	Demetris Perdikos
Timekeeper:	Demetris Perdikos		

Attendees:

Barr Beneli

Please read:

Anand Patel

Please bring:

Johnny Yu

Minutes

Agenda item: Splitting Up Time**Presenter:** Demetris Perdikos**Discussion:**

We discussed the project and how we want to divide the work amongst ourselves. We agreed that it would be best to split the work evenly and assign specific tasks to each team member based on our individual strengths and interests.

Conclusions:

We did this very simply and were all happy with the results.

Action items**Person responsible****Deadline**

✓ Make a rough draft of each person's part.

All of us

1 week

✓ Have 1 well detailed slide each

Enter person responsible here

1 week

✓ Enter action items here

Enter person responsible here

Enter deadline here

Agenda item: Making simple draft**Presenter:** Demetris Perdikos**Discussion:**

During our meeting, we further agreed that each team member would create a rough draft of their individual slides, focusing on the specific tasks and responsibilities assigned to them.

Conclusions:

We decided this was fair and that each of us would have one completed slide.

Action items**Person responsible****Deadline**

✓ Make a rough draft of each person's part.

All of us

1 week

✓ Have 1 well detailed slide each

All of us

1 week

✓ Enter action items here

Enter person responsible here

Enter deadline here

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

✓ 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.