| Team Meeting | Date: 11/27/22Time: 9:00 PMLocation: Discord |
| --- | --- |

| Meeting called by: | Marian | Type of meeting: | Presentation Update |
| --- | --- | --- | --- |
| Facilitator: | Dom | Note taker: | Angelo |
| Timekeeper: | Shafie |  |  |

| Attendees: | Dom, Angelo, Marian, Shafie |
| --- | --- |
| Please read: | Team Project, Last Week’s Minutes |
| Please bring: | Content for Project Slides |

# Minutes

| Agenda item: | Team Project Slides | Presenter: | Marian |
| --- | --- | --- | --- |

#### Discussion:

* Each member needs to finish their portion of the slides by the end of the week
* Group will practice presenting slides during last meeting to make sure content and length are appropriate
* All topics discussed in previous meeting will be covered

#### Conclusions:

Project Slides should be done by next meeting, so that we can finalize everything and make sure that the project is ready to be presented

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Finish Slides | Everyone | Next Meeting |
| * Practice Presenting | Everyone | Next Meeting |
|  |  |  |

# Other Information

#### Resources:

Canvas, Project sources

#### Special notes:

16 days left until we’re done