

# Team Meeting

Date: 04/22/2024  
Time: 5:00 PM – 6:30 PM  
Location: Virtual

Meeting called by: Rainer Frickanisce      Type of meeting: Virtual  
Facilitator: Charles Espulgar      Note taker: Eric Puhala  
Timekeeper: Jason Cordova  
Attendees: Rainer Frickanisce, Charles Espulgar, Jason Cordova, Eric Puhala  
Please read: N/A  
Please bring: Laptop

## Minutes

Agenda item: Finalize PowerPoint and Design      Presenter: Jason Cordova

Discussion:  
Slides should be split, and each member should finalize their own set of slides; overall presentation should be done prior to the meeting.

Conclusions:  
Determine what slides and content to finish prior to presentation.

Action items	Person responsible	Deadline
✓ Implement Conclusion Slide	Eric Puhala	04/22
✓ Finalize 2 slides	Charles Espulgar	04/22
✓ Finalize 2 slides	Eric Puhala	04/22
✓ Finalize 2 slides	Jason Cordova	04/22
✓ Finalize 2 slides	Rainer F.	04/22

## Other Information

Observers:  
Rainer Frickanisce, Charles Espulgar, Jason Cordova, Eric Puhala

Resources:  
N/A

Special notes:  
Finalize slides and prepare for presentation tomorrow.