| Team Meeting #5 | Date: 12/01/2022Time: 8:00p - 9:00pLocation: Online/Discord |
| --- | --- |

| Meeting called by: | Sarang Patel | Type of meeting: | Voice Call |
| --- | --- | --- | --- |
| Facilitator: | Sarang Patel | Note Taker: | Derrick Preza |
| Timekeeper: | Sean Ulep |  |  |

| Attendees: | Sarang Patel, Eddierick Preza, Sean Ulep |
| --- | --- |
| Please read: | Slides done so far |
| Please bring: | N/A |

# Minutes

| Agenda item: | Practicing presentation and removing unnecessary info | Presenter: | Sean Ulep |
| --- | --- | --- | --- |

#### Discussion:

Double checking everything, looking for more supporting evidence if there is any

#### Conclusions:

Practiced presentation and will practice individual slides at a time prior to presentation date

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Make sure meeting minutes are in order as in submitted | Sarang Patel | 12/02/2022 |
| * Establish order of talking, who is doing what slides | Derrick Plaza | 12/02/2022 |
| * Organize slides in a cohesive manner | Sean Ulep | 12/02/2022 |

# Other Information

#### Observers:

N/A

#### Resources:

N/A

#### Special notes:

Prepare for presentation for upcoming class