| Team Meeting | Date: 04/18/2023Time: 6:00PM - 7:00PMLocation: Online via Discord |
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| Meeting called by: | Gabriel Eaton | Type of meeting: | Weekly Meeting |
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| Facilitator: | Gabriel Eaton | Note taker: | Collaborative Effort |
| Timekeeper: | Gabriel Eaton |  |  |

| Attendees: | Gabriel Eaton, Gianna Bauzil, Tomasz Brauntsh |
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| Please read: | Finalizing draft of final presentation |
| Please bring: | Any final ideas for the presentation, a stopwatch |

# Minutes

| Agenda item: | Run through entire presentation | Presenter: | Team Conversation |
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#### Discussion:

We were all assigned to come up with six ideas, two ideas for each category, of policies that could be used to minimize negative impact on jobs.

#### Conclusions:

All team members presented their parts, we agreed as a group that most went well and agreed to change/add what was needed. Presentation made it to 12 minutes without additions, as such the timed run is being considered a success.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Introduction | Gabriel | N/A |
| * Tomasz’s section | Tomasz | N/A |
| * Gabriel’s section | Gabriel | N/A |
| * Gianna’s section | Gianna | N/A |
| * Conclusion | Gabriel | N/A |

| Agenda item: | Final adjustments | Presenter: | Team Conversation |
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#### Discussion:

Group conversed and reviewed their own performances, making adjustments where needed.

#### Conclusions:

The presentation was recorded at almost exactly twelve minutes, meeting the requirements before the addition of final adjustments. The group will meet the night before class to go through a run of the final draft with all changes and adjustments.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Group discussion | Team effort | N/A |
| * Individual changes | Individuals | 04/24/2023 |

# Other Information

#### Observers:

None available.

#### Resources:

None available.

#### Special notes:

Our fourth team member, Shreya, had communicated this past week but did not show up to this meeting either. The version history of the Final Presentation shows that she made no changes or additions. We decided, as a group, that should she appear for the in-class presentation she would be responsible for the introduction and conclusion, if anything. If not present, then Gabriel will do the introduction and the conclusion will be done by another present group member.