| Team Meeting | Date 04/11/2023Time: 6:00 PM - 6:50 PMLocation: Discord (Online) |
| --- | --- |

| Meeting called by: | Gianna Bauzil | Type of meeting: | Weekly Check-In |
| --- | --- | --- | --- |
| Facilitator: | Gianna Bauzil | Note taker: | Collaborative Effort |
| Timekeeper: | Gianna Bauzil |  |  |

| Attendees: | Gianna Bauzil, Gabriel Eaton, and Tomasz Brauntsch |
| --- | --- |
| Please read: | Sources pertaining to ideas generated ideas from last week’s meeting on 4/04 |
| Please bring: | Sources on the topics discussed last week |

# Minutes

| Agenda item: | Work on presentation slides | Presenter: | All Attendees |
| --- | --- | --- | --- |

#### Discussion:

Create an outline for our presentation that covers all necessary topics required from our prompt

#### Conclusions:

Assigned each attendee a section to present ideas generated from meeting on 4/04

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Fill out Jobs section in presentation | Tomasz Brauntsch | 4/18/2023 |
| * Fill out Industry section in presentation | Gabriel Eaton | 4/18/2023 |
| * Fill out Personal Data section in presentation | Gianna Bauzil | 4/18/2023 |

| Agenda item: | Discuss Project Deliverables | Presenter: | All Attendees |
| --- | --- | --- | --- |

#### Discussion:

Discuss any remaining deliverables to be submitted for final submission

#### Conclusions:

Meeting minutes need to be posted to GitHub account along with any research and final presentation

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Add meeting minutes and research to GitHub folder | Tomasz Brauntsch | 4/18/2023 |
| * Add meeting minutes and research to GitHub folder | Gabriel Eaton | 4/18/2023 |
| * Add meeting minutes and research to GitHub folder | Gianna Bauzil | 4/18/2023 |

| Agenda item: | N/A | Presenter: | N/A |
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#### Discussion:

N/A

#### Conclusions:

N/A.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * N/A | N/A | N/A |
| * N/A | N/A | N/A |
| * N/A | N/A | N/A |

# Other Information

#### Observers:

N/A

#### Resources:

N/A

#### Special notes:

N/A