Team Meeting

Meeting called by:	Gabriel Eaton	**Type of meeting:**	Weekly Meeting
Facilitator:	Gabriel Eaton	**Note taker:**	Collaborative Effort
Timekeeper:	Gabriel Eaton		

Attendees: Gabriel Eaton, Gianna Bauzil, Tomasz Brauntsh

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

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

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.