

Team Meeting

11/08/24

12:55 PM - 1:20 PM

CKB-315

Meeting called by:	Jay Singh	Type of meeting:	In person
Facilitator:	Jay Singh	Note taker:	Jay Singh
Timekeeper:	Jay Singh		
Attendees:	Jay, Wilbert		
Please read:	Previous team meeting.		
Please bring:	Slide and research materials.		

Minutes

Agenda item:	Review Power Point Structure	Presenter:	Jay Singh
---------------------	------------------------------	-------------------	-----------

Discussion:

Are we okay with the finalized power point structure?

Conclusions:

Power Point structure and outline is ready to be filled with required presentation information.

Action items	Person responsible	Deadline
✓ Complete Title Slide, first slide, sixth slide	Alex	11/15/24
✓ Complete second and third slide.	Jay	11/15/24
✓ Complete fourth and fifth slide.	Wilbert	11/15/24

Other Information

Observers:

None

Resources:

Previous meeting notes from 10/18/2024

Special notes:

Alex was not able to attend meeting due to family emergency but has been communicated with.