Team Meeting

Meeting called by:	Wilbert	**Type of meeting:**	Remote
Facilitator:	Webex	**Note taker:**	Webex AI
Timekeeper:	Webex		

Attendees:	Alex, Jay, Wilbert
Please read:	Power Point
Please bring:	Presentation information.

Minutes

Agenda item:	Slides: 1,2, and 3	**Presenter:**	Alex

Discussion:

What still needs to be done?

Conclusions:

Finish all action items for our mock presentation virtually on 11/25/2024.

Action items	Person responsible	Deadline
✓ Images/Update References	Alex	11/25/2024
✓ A way to transition into Jay's slides.	Alex	11/25/2024
✓ Basic script.	Alex	11/25/2024

Agenda item:	Slides: 4, 5, 6	**Presenter:**	Jay

Discussion:

Update references to use new labeling style i.e. [1], [2], etc.

Conclusions:

Finish all action items for our mock presentation virtually on 11/25/2024.

Action items	Person responsible	Deadline
✓ A way to transition from Alex's slides.	Jay	11/25/2024
✓ Images/Update References	Jay	11/25/2024
✓ Basic script.	Jay	11/25/2024

Agenda item:	Slides: 7, 8, 9, 10	**Presenter:**	Wilbert

Discussion:

Create a script for all our slides to present to each other on 11/25/2024 in preparation for 11/27/2024.

Conclusions:

Finish all action items for our mock presentation virtually on 11/25/2024.

Action items	Person responsible	Deadline
✓ A way to transition from Jay's slides.	Wilbert	11/25/2024
✓ Images/Update References	Wilbert	11/25/2024
✓ Basic script.	Wilbert	11/25/2024

Other Information

Observers:

Webex.

Resources:

Power Point

Special notes:

We will be meeting virtually for a mock presentation on 11/25/2024 for our presentation on 11/27/2024.