

Tuesday 04/24/23

6:00 pm

Team Meeting #5

Zoom Conference

Meeting called by: Hareem Awan

Type of meeting: General

Facilitator: Amir Elmahalawy

Note taker: Amir Elmahalawy

Timekeeper: Amir Elmahalawy

Attendees: Hareem Awan, Amir Elmahalawy

Please read: Meeting 1&2&3&4 Minutes

Please bring: Completed PowerPoint Presentation

Minutes

Agenda item: Finalize the presentation and review everyone's part of the presentation

Presenter: Amir Elmahalawy

Discussion:

- We had an overview of the presentation
 - We made sure all slides were done
 - We broke down the presentation on who is presenting which slides
 - We also discussed the timing and organization of the slides

Conclusions:

- Powerpoint is done and will be practiced presenting on Tuesday 04/25/23 an hour before class to finalize all requirements

Action Items/SMART goals:

Person responsible

Deadline

- | | | |
|--|----------|-----------|
| <input type="checkbox"/> Meet up before class at 5 pm to review the PowerPoint presentation one final time before the deadline | Everyone | 4/25/2023 |
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Other Information

Observers:

N/A

Resources:

N/A

Special Notes:

Dylan didn't show up for the last meeting but was informed about the meeting before class on 04/25/2023 to review the slides.