

Team Meeting #4

Date: 11/28/2023
Time: 6:00 PM - 7:00 PM
Location: Online/Discord

Meeting Called By	Arya Mazandarani	Type of Meeting	Voice Call
Facilitator	Shaan Malik	Note Taker	Jasmin Rutter
Timekeeper	Jade Matzel		

Attendees: Jasmin Rutter, Jade Matzel, Arya Mazandarani, Shaan Malik

Please Read: N/A

Please Bring: N/A

Minutes

Agenda item: Finalize slides and start practicing for presentation

Discussion: We discussed the content of our slides and how each slide contributes to the greater objective of the presentation. Next, we continued to practice for the final presentation.

Conclusions: Each member finalized their respective slides and reviewed their content for presentation readiness.

Action Items	Person Responsible	Deadline
✓ Finalize slides and prepare for presentation	Jasmin Rutter	11/28
✓ Finalize slides and prepare for presentation	Jade Matzel	11/28
✓ Finalize slides and prepare for presentation	Arya Mazandarani	11/28
✓ Finalize slides and prepare for presentation	Shaan Malik	11/28

Other Information

Observations: N/A

Resources: N/A

Special Notes: N/A