

Team Meeting #3

Date: 11/21/2023
Time: 6:00 PM - 7:00 PM
Location: Online/Discord

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

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

Please Read: N/A

Please Bring: N/A

Minutes

Agenda item: Discuss presentation work, and add further information to slides

Discussion:

We discussed what everyone has added to the slides so far and what else we all think should be added to improve upon them.

Conclusions:

Thus far slides are satisfactory, and require minor improvements.

Action Items	Person Responsible	Deadline
✓ Review slides for grammatical errors	Jasmin Rutter	11/21
✓ Review slides for brevity	Jade Matzel	11/21
✓ Review slides for images	Arya Mazandarani	11/21
✓ Review slides for formatting	Shaan Malik	11/21

Other Information

Observations: N/A

Resources:

N/A

Special Notes:

N/A