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| --- | --- |
| Team Meeting | Date: 11/10/2023Time: 2:30-3:50Location: Classroom |

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| Meeting called by: | Everybody | Type of meeting: | Instructor Absent Meeting |
| Facilitator: | Team members | Note taker: | Everybody |
| Timekeeper: | Jimitkumar Patel |  |  |

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| --- | --- |
| Attendees: | Jimitkumar Patel, Krishang Patel, Sandeep Singh |
| Please read: | Research |
| Please bring: | Laptops |

# Minutes

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| --- | --- | --- | --- |
| Agenda item: | Discuss Findings/Work Done | Presenter: | Everyone |

#### Discussion:

Discuss what we learned about the topic from last week

#### Conclusions:

Everyone learns more about the topic and gets a better understanding going forward

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Discuss | Everyone | Start of Meeting |

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| Agenda item: | PowerPoint Layout | Presenter: | Everyone |

#### Discussion:

Get the powerpoint over all set up

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * PowerPoint | Everyone | By end meeting |
| * Overall Layout with some information | Everyone | By end meeting |

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| Agenda item: | Presentation Discussion | Presenter: | Everyone |

#### Discussion:

Talk about the presentation and how we will go about doing it

#### Conclusions:

Enter conclusions here.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Who is presenting what | Everyone | By end meeting |
| * Give each other ideas | Everyone | By end meeting |
| * Practice by self | Everyone | By next meeting |

# Other Information

#### Observers:

n/a

#### Resources:

Shared space to allocate research and notes

#### Special notes:

n/a