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| Team Meeting | | | | | | | | 2014-11-14 | | |
| 9am – 10am+ | | |
| Room 105 | | |
| Meeting called by: | | | | Christopher Sigouin | Type of meeting: | | | | Third Meeting | |
| Facilitator: | | | | Christopher Sigouin | Note taker: | | | | Ashley Patterson | |
| Timekeeper: | | | | No Timekeeper |  | | | |  | |
| Attendees: | Michael Gergely, Ashley Patterson, Evan Cahill, Christopher Sigouin | | | | | | | | | |
|  | | | | | | | | | | |
| Please read: | | This agenda for Friday Nov,14th | | | | | | | | |
| Please bring: | | Your 99.9% finalized work, electronic versions, laptops, pen/paper | | | | | | | | |
| Agenda Items | | | | | | | | | | |
| Topic | | | | | | Presenter | | | | Time allotted |
|  | | | | | | | | | | |
| * Discuss final work completed or how much completed | | | | | | | Michael | | | 5 minutes |
| * Discuss final work completed or how much completed | | | | | | | Chris | | | 5 minutes |
| * Discuss final work completed or how much completed | | | | | | | Evan | | | 5 minutes |
| * Discuss final work completed or how much completed | | | | | | | Ashley | | | 5 minutes |
| * Analyze requirements for presentation | | | | | | | All Presenting | | | 10 minutes |
| * Work on flow of presentation overall | | | | | | | All Presenting | | | 20 minutes |
| * Designate who will do what during presentation | | | | | | | All Presenting | | | 5 minutes |
| * Discuss time to meet on weekend for practice session | | | | | | | All Presenting | | | 5 minutes |
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| Other Information | | | | | | | | | | |
|  | |  | | | | | | | | |
| Observers: | | None | | | | | | | | |
|  | | | | | | | | | | |
| Resources: | | Your finalized work | | | | | | | | |
|  | | | | | | | | | | |
| Special notes: | | | We will piece together the parts and ensure they flow into each other well. Also designate who will do what during the presentation pieces before we start practicing. | | | | | | | |
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