Team Meeting - Week 3

https://github.com/mduddin112203/YWCC307-018-Team3-Project

Meeting called by:	Mike Duran	**Type of meeting:**	Phasing and Presentation Development
Facilitator:	Md Uddin	**Note taker:**	Eric Perez
Timekeeper:	Jonathan Malave		

Attendees: Md Uddin, Jonathan Malave, Eric Perez, Mike Duran

Please read:
- Week 1 & 2 summaries
- Slide outline (shared by Md before meeting)

Please bring:
- Drafts of slides (2 per member)
- Any design ideas or media to enhance visuals

Minutes

Agenda item:	Dividing Presentation Sections	**Presenter:**	Md Uddin

Discussion:

Each team member shared what part of the project they felt most comfortable presenting. The group divided responsibilities accordingly to ensure all key topics are covered.

Conclusions:

Final section assignments:

- Md: Introduction and Brand Justification
- Jonathan: AI Feature Deep Dive
- Eric: Competitor Analysis and Tools
- Mike: Policy Tie-in and Voice Assistant Feasibility

Action items	Person responsible	Deadline
✔ Finalize script draft for assigned section	All members	04/25/2025
✔ Begin practicing timing to keep presentation within limit	Jonathan Malave	04/25/2025
✔ Upload section slides to GitHub folder	Eric Perez	04/25/2025

Agenda item: Slide Design and Flow   **Presenter:**   Mike Duran

Discussion:

Reviewed early drafts of slides. Discussed color scheme, font consistency, and use of visuals (charts, screenshots, mockups). Group agreed on minimalist design with strong contrast.

Conclusions:

A shared Google Slides file will be used. Md will lead with design edits and Jon will assist with animations.

Action items	Person responsible	Deadline
✔ Add visual aids (1 per slide)	Md Uddin	04/25/2025
✔ Link government references to Group Chat	Mike Duran	04/25/2025
✔ Continue creating the Slide Presentation	Eric Perez	Tentative

Agenda item: Rehearsal Planning and Feedback   **Presenter:**   Jonathan Malave

Discussion:

Group agreed on at least one full run-through before April 29. Also discussed doing short peer feedback after practice to adjust pacing or clarify points.

Conclusions:

First rehearsal scheduled for 04/27 at 5:00 PM. Final version of slides due 24 hours before.

Action items	Person responsible	Deadline
✔ Schedule Discord rehearsal and send calendar invite	Jonathan Malave	04/24/2025
✔ Prepare peer review form for feedback	Eric Perez	04/24/2025
✔ Confirm all talking points align with assigned sections	All members	04/24/2025

Other Information

Observers:

None

Resources:

Google Slides, GitHub, Course Rubric

Special notes:

Rehearsal set for 04/27/2025 at 05:00 PM via Zoom