

Team Meeting - Week 4

Date: 04/22/2025

Time: 5:00 PM

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

Location: In Person (Campus Study Room)

Meeting called by: Md Uddin **Type of meeting:** Final Presentation Preparation

Facilitator: Jonathan Malave **Note taker:** Eric Perez

Timekeeper: Mike Duran

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

Please read:

- Updated slide deck
- Individual notes from practice sessions

Please bring:

- Final feedback and any edits to your slides
- Questions or concerns before submission

Minutes

Agenda item: Final Slide Revisions **Presenter:** Md Uddin

Discussion:

We reviewed the full presentation slide-by-slide to finalize layout, transitions, and image quality. A few text slides were shortened for clarity and spacing issues were fixed.

Conclusions:

All slides are now consistent in design and free of visual errors.

Action items	Person responsible	Deadline
✓ Apply final slide edits	Md Uddin	04/25/2025
✓ Review slide transitions between sections	Eric Perez	04/25/2025
✓ Confirm slide formatting on team laptop	Mike Duran	04/25/2025

Agenda item: Individual Section Practice **Presenter:** Jonathan Malave

Discussion:

Each member practiced their speaking part in full while the others timed and gave feedback. Adjustments were made to tone down overly detailed points and clarify transitions.

Conclusions:

Everyone stayed within the 2–3 minute mark. Transitions between speakers are smoother than before.

Action items	Person responsible	Deadline
✓ Finalize speaker notes	All Members	04/25/2025
✓ Practice solo 1–2 more times before next meeting	All Members	04/25/2025
✓ Share final outline with team	Md Uddin	Tentative

Agenda item:	Presentation Setup and Submission Prep	Presenter:	Mike Duran
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Discussion:

We discussed how we'll present using our own laptop. Md will handle submission to Canvas and GitHub.

Conclusions:

Everyone is confident in the setup. Final version will be ready to present in class.

Action items	Person responsible	Deadline
✓ Submit GitHub + final files to Canvas	Jonathan Malave	05/01/2025
✓ Review submission checklist and rubric	Eric Perez	05/01/2025
✓ Load final deck on presenting laptop	All members	05/01/2025

Other Information

Observers:

None

Resources:

Final slide deck, speaking notes, rubric

Special notes:

Presentation is scheduled in person for May 7