Team Meeting - Week 5

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

Meeting called by:	Jonathan Malave	**Type of meeting:**	Final Practice & Day-Before Prep
Facilitator:	Eric Perez	**Note taker:**	Md Uddin
Timekeeper:	Mike Duran		

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

Please read:
- Final speaker notes
- Review the intro and conclusion slides

Please bring:
- Any last-minute revisions
- Section notes for final run-through

Minutes

Agenda item: Full Practice Presentation   **Presenter:** Jonathan Malave

Discussion:

We went through the entire presentation in order. Timing was within range, and transitions were smooth. Minor pacing suggestions were shared.

Conclusions:

Team feels prepared and ready to present confidently.

Action items	Person responsible	Deadline
✔ Solo practice of each section	All members	04/30/2025
✔ Review transitions between each section	Eric Perez	04/30/2025
✔ Keep outline ready for reference	Md Uddin	04/30/2025

Agenda item: Anticipated Questions   **Presenter:** Mike Duran

Discussion:

We discussed potential questions we might get from the professor or other students and created quick talking points.

Conclusions:

Each member will handle questions related to their section, and group will support each other as needed.

Action items	Person responsible	Deadline
✔ Prepare 2 sample answers	All Members	05/01/2025
✔ Simplify responses to key points	Mike Duran	05/01/2025
✔ Avoid overexplaining during Q&A	Jonathan Malave	05/01/2025

Agenda item: Presentation Day Logistics   **Presenter:** Eric Perez

Discussion:

Team confirmed the laptop being used, slide format, and agreed to arrive early for setup.

Conclusions:

Everything is in place and ready for the in-class presentation.

Action items	Person responsible	Deadline
✔ Arrive early and get settled	All Members	05/01/2025
✔ Bring laptop and have file open before class	Eric Perez	05/01/2025
✔ Wrap up presentation with a clear thank you slide	Md Uddin	05/01/2025

Other Information

Observers:

None

Resources:

 Final slides, printed outline, team feedback notes

Special notes:

Presentation is in person on May 7, 2025