# Team Meeting

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| **Meeting called by:** | Marco Paparatto | **Type of meeting:** | Check-In Meeting |
| **Facilitator:** | Justin Tecson | **Note taker:** | Sean Slusarz |
| **Timekeeper:** | Shrey Patel | | |

**Attendees:**      Marco Paparatto, Justin Tecson, Sean Slusarz, Shery Patel

**Please read:**      N/A

**Please bring:**      N/A

## *Minutes*

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| **Agenda item:** | Presentation Slides | **Presenter:** | Marco Paparatto |

**Discussion:**

We discussed the current state of the presentation slides. The slides are pretty much complete, they just need some mild adjustments such as visuals and potential proofreading. This portion of the meeting was very brief as there is little else to be done on the information on the slides besides some finalization. There was also some discussion about how long the presentation needs to be and an email was written during the meeting to the professor so we can hopefully gain further clarification on how long the presentation should be.

**Conclusions:**

Slides just need to be finalized by everyone for their portion of it.

| Action items | Person responsible | Deadline |
|---|---|---|
| ✓ Finalize General Product Description Slides | Marco Paparatto | November 30th 2022 |
| ✓ Finalize HarmonyHIT Product Slides | Sean Slusarz | November 30th 2022 |
| ✓ Finalize InterSystems Product Slides | Shrey Patel | November 30th 2022 |
| ✓ Finalize Fastly Product Slides | Justin Tecson | November 30th 2022 |

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| **Agenda item:** | Visual Aids | **Presenter:** | Shrey Patel |

**Discussion:**

The next portion of the meeting was spent discussing potential visual aids that we can include in our presentation. This was brought up after taking another look at the rubric and noticing that it is a requirement that we need to keep in mind.

**Conclusions:**

We decided to look over the products that each of us covered in our portion of the slides and brainstorm ideas to bring to the next meeting that we plan on holding soon after this one.

| Action items | Person responsible | Deadline |
|---|---|---|
| ✓ Brainstorm visual aids for their slide sections | Entire Team | November 30th 2022 |

**Agenda item:**    Final Product to Choose                     **Presenter:**    Justin Tecson

**Discussion:**

We briefly talked about how we would go about choosing the final product to recommend. Our goal is to research some products and find the best one to recommend to an organization.

**Conclusions:**

This portion remained very brief and we ultimately decided that we would go into more detail regarding the final product choice in our next meeting.

# *Other Information*

**Special notes:**

The brief nature of this meeting was brought upon due to two of the team members being busy with other assignments for other classes. We intend on having another, more substantial, meeting this week where we hammer out and finish the major portions of our presentation. This meeting was mostly to touch base with each other, see where we are, and plan for the next proper meeting.

Time Table:

6:00PM – Meeting Start, waiting on another team member, discussing presentation date and length, and emailing professor (~10 minutes)

6:10PM – Brief discussion regarding the meeting minutes themselves after reading the announcement sent by the professor. In this time we also quickly discussed finalizing the slides. ( ~5 minutes)

6:15PM – Discussed the visual aids and what is expected based on the rubric (~8 minutes)

6:23PM – Discussed how we would go about picking a final product for the presentation and deciding to hammer that in during the meeting later this week. The meeting was finished after this (~7 minutes)

6:30PM – Meeting End