Team 6 Meeting 4

Meeting called by:	Nicolas Bermudez	**Type of meeting:**	General Discussion
Facilitator:	Nicolas Bermudez	**Note taker:**	Nicolas Bermudez
Timekeeper:	Nicolas Bermudez		

Attendees: Nicolas Bermudez, Zain Abbas, Ralph Desir

Minutes

Agenda item:	Finalize Presentation Content	**Presenter:**	Nicolas Bermudez

Discussion:

Over the course of this project, our team gathered a large amount of unorganized information from which to formulate our proposal. This meeting, building off our previous meeting, has resulted in our team deciding what information to include, when to include it, and a standard template to present it with. This standardization will allow our team to accumulate our data without noticeable changes in style or disruption of greater presentation flow.

Conclusions:

The team has agreed on the appearance and content of the final presentation.

Action items	Person responsible	Deadline
✓ Contribute completed Consumer Benefits slides	Ralph Desir	04/23/2024
✓ Contribute completed Market Analysis	Nicolas Bermudez	04/23/2024
✓ Contribute completed Project Introduction	Zain Abbas	04/23/2024

Agenda item:	Presentation Rehearsal	**Presenter:**	Nicolas Bermudez

Discussion:

The original assignment for this project made it clear that each group will be given 12-15 minutes to present their case and respond to their given scenario. Over the course of this project, we have gathered a large amount of raw data, studies, and reports from which to pull support for our proposal. As such we have decided to vocalize the presentation in such a way that we do not read every line from the slides, but instead to paraphrase each slide with emphasis on the relevant points.

Conclusions:

All members of the tam have agreed to practice and rehearse their parts so that the significant points of the presentation may be clearly conveyed to the audience within the allotted time frame given to our group.

Action items	Person responsible	Deadline
✓ Time presentation of Market Analysis for presentation	Nicolas Bermudez	04/23/2024
✓ Time presentation of Consumer Benefits for presentation	Ralph Desir	04/23/2024
✓ Time presentation of Project Introduction for presentation	Zain Abbas	04/23/2024

Observers:

No Observers, all attendees participated.

Resources:

Discord Server, Github