

# Team Meeting

Date: 03/30/2023

Time: 8:10pm

Location: Webex

Meeting called by:	Saad Khan	Type of meeting:	Introduction
Facilitator:	Neelaza Dahal	Note taker:	Neelaza Dahal
Timekeeper:	Sai Oku		

**Attendees:** Saad Khan, Neelaza Dahal, Sai Oku

**Please read:** Do your own research on topic

**Please bring:** N/A

## Minutes

**Agenda item:** Figuring out the logistics and gathering references pertaining to our topic  
**Presenter:** Saad Khan

### Discussion:

Find three to five references and be ready to discuss next week. Do preliminary analysis on the references found and think about the topic of interest to work on for the presentation.

### Conclusions:

We decided on the consistency of meeting times to ensure steady progress, shared the presentation with the team, and decided on the action items for next week.

Action items	Person responsible	Deadline
✓ Find References	Everyone	April 4, 2023
✓ Analyze and comprehend info	Everyone	April 4, 2023
✓ Think about the section of interest	Everyone	April 4, 2023

**Agenda item:** Enter agenda item here  
**Presenter:** Enter presenter here

### Discussion:

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

### Conclusions:

Enter conclusions here.

Action items	Person responsible	Deadline
✓ Enter action items here	Enter person responsible here	Enter deadline here

**Action items**

✓ Enter action items here

✓ Enter action items here

**Person responsible**

Enter person responsible here

Enter person responsible here

**Deadline**

Enter deadline here

Enter deadline here

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**Agenda item:** Enter agenda item here

**Presenter:** Enter presenter here

**Discussion:**

To get started right away, just tap any placeholder text (such as this) and start typing to replace it with your own.

**Conclusions:**

Enter conclusions here.

**Action items**

✓ Enter action items here

✓ Enter action items here

✓ Enter action items here

**Person responsible**

Enter person responsible here

Enter person responsible here

Enter person responsible here

**Deadline**

Enter deadline here

Enter deadline here

Enter deadline here

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## ***Other Information***

**Observers:**

Enter observers here.

**Resources:**

N/A

**Special notes:**

N/A