

Team Meeting

Date:

Time:

Location:

Meeting called by: Dawid Chudzik

Type of meeting: Organizational meeting

Facilitator: Dawid Chudzik

Note taker: Neil Evans

Timekeeper: Anosh Abraham

Attendees:

Anosh
Abraham,
Murtajiz Kazmi,
Neil Evans,
Dawid Chudzik

Please read: Enter reading list here

Please bring: Enter items to bring here

Minutes

Agenda item: Organization of presentation

Presenter: Dawid Chudzik

Discussion:

Determine who presents what, and finalize our slides.

Conclusions:

Whichever slide you created, you will be responsible for presenting.

Action items	Person responsible	Deadline
✓ Determine who presents each slide	Neil Evans	12/5/2022
✓ Finalize slides on implementation	Neil Evans & Anosh	12/5/2022
✓ Finalize slides for advertising & execution	Dawid Chudzik & Murtajiz	12/5/2022

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
✓ Enter action items here	Enter person responsible here	Enter deadline here

✓ Enter action items here

Enter person responsible here

Enter deadline here

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

Other Information

Resources:

Enter resources here.

Special notes:

Enter any special notes here.