Team Meeting

Date:11/15/2022
Time:6:13PM - 7:00PM
Location:ckb 320

Meeting called by:	Murtajiz Kazmi	**Type of meeting:**	work / discussion
Facilitator:	Murtajiz Kazmi	**Note taker:**	Murtajiz Kazmi
Timekeeper:	Murtajiz Kazmi		
Attendees:	Murtajiz Kazmi, Neil Evans, Anosh Abraham,Dawid Chudzik		
Please read:	N/A		
Please bring:	Something to take notes on		

Minutes

Agenda item:	go through the research notes and clean up	**Presenter:**	Anosh Abraham

Discussion:

Discussed the things we can mention in our presentation. Talked up the notes we all took on the topics each of us were assigned to research about.

Conclusions:

Each of us agreed on the stuff we would like to present in the presentation. We will have a brief introduction about crypto, bitcoin, eth and blockchain in our presentation.

Action items	Person responsible	Deadline
✔ slide information for implementation	Neil Evans & Anosh Abraham	11/22/2022
✔ slide information for execution	Dawid Chudzik	11/22/2022
✔ slide information for advertising	Murtajiz Kazmi	11/22/2022

Agenda item:	Start preparing the slides	**Presenter:**	Neil Evans

Discussion:

Discuss the format and layout of the slides. Come up with how the slides will look like.

Conclusions:

Start making the presentation slides

Action items	Person responsible	Deadline
✔ Come up with the theme	All	11/22/2022
✔ Come up the images	All	11/22/2022
✔ Come up with the extra notes	All	11/22/2022

Agenda item:	Rehearsal of your points	**Presenter:**	Dawid Chudzik

Discussion:

Go over your notes/slides and prepare the slides that have been assigned to you so we just forget anything while presentation

Conclusions:

Everybody will go over their notes and rehearse their slides.

Action items	Person responsible	Deadline
✔ Rehearsal	All	11/22/2022