**Meeting Notes**

Team: MOUNTAINTIGER  
Date: 12/14/2021  
Time: 4:25pm  
Location: TEAMS

Attendees: Katey, Chris, Nolan, Tucker

Manager: Nolan  
Scribe: Chris

## Minutes

*(duplicate these agenda items as needed)*

Rectangle

**Agenda Item**: Presentation

**Notes**:

First, we decided what we were going to work on today for this meeting. It was decided that we were going to work on our presentation then work on reflections and report.

**Conclusion(s)**:

Got our presentation finished. Rectangle

**Agenda Item**: Practiced Presentation

**Notes**:

We each practiced our presentation to the point that we could do our portions within the 4-minute section. After we each practiced our parts, we then went through and timed our presentation and talked as a group what we needed to shave off.

**Conclusion(s)**:

We needed to talk a little bit faster and cut more from some of our analysis portions for more time for the conclusion.

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**Agenda Item**: Recorded the video

**Notes**:

We recorded the video a couple times there was technical issues that caused us to have to re-record it.

**Conclusion(s)**:

Our 4-minute video is recorded.

**Agenda Item**: Talked about organization for final submission

**Notes**:

Talked about how to organize the final project and what directories we would use and how we will submit the final portion of the project. Went over how the readme was structuring our directories to make sure that everything is accurately described.

**Conclusion(s)**:

Got our directories all set and made sure that the readme was all set.