Team Meeting

11/30/2023 9pm-9:30 pm Online Meeting

Meeting called by: Paul Yoo Type of meeting: Finalizing

Facilitator: Paul Yoo Note taker: Paul Yoo

Timekeeper: Paul Yoo

Attendees: Amin Rhriyeb, Brennian Lush, Nahian Ahmed, Paul Yoo

Please read: Enter reading list here
Please bring: Enter items to bring here

Minutes

Agenda item: Presentation Review Presenter: Paul Yoo

Discussion:

We looked over everyone's work and whether everyone submitted their deliverables on time. We practiced presenting as a group.

Conclusions:

The last meeting was a longer meeting to finalize our presentation and practice presenting it. The team project was successful in that everyone was satisfied with the finished presentation.

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		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	Person responsible
	•

✓	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

Other Information

Deadline

Observers:

Enter observers here.

Resources:

Enter resources here.

Special notes:

Enter any special notes here.