Team 7

Meeting 14: Final Presentation Prep

horizontal line

**19 NOVEMBER 2020 / 11:30AM-12PM EST, 7PM-8PM EST / ZOOM**

# **ATTENDEES**

David Rak, Radhey Patel, Victoria Lara-Aguilar, Isabelle Goode

# **AGENDA**

* Practice Final presentation.
* Make sure the presentation is cohesive and under ten minutes.

# **NOTES**

* Making sure we’re under 10 min.
* Everyone should be talking for 2-2 ½ minutes
* Try to get points across in the least words possible; don’t have to read everything on the screen, just talk about it
* We cut out a few slides that seemed extraneous.
* Remember Professor’s feedback when presenting → fill her in more on what she would like to hear more about
* Be ready to field questions

# **DECISIONS MADE**

* Changed all the documents based on feedback as seen in the final report.
* Cut out a few slides that seemed unnecessary
* Radhey will send us his script in case he is having too much trouble connecting to the internet in the morning due to connectivity issues.
* Isabelle will submit project documents once everyone gives the go-ahead as well as the meeting minutes.

# **ACTION ITEMS**

1. Be ready for the presentation tomorrow! Dress the part and practice your presentation.
2. Isabelle - Submit final presentation, financial spreadsheet, and executive summary. Also email Professor the meeting minutes, since the submission link still is not working.

# **NEXT WEEK’S AGENDA**

* We will meet after class on Friday or over the weekend to discuss what team from class we will give our funding. This will be our last meeting with minutes recorded.