

Team Meeting Week 4

Date 11/28/2023

Time 9:15-10:15

Location:
Online Discord

Meeting called by:	Rashmi Hazarika	Type of meeting:	Presentation Preparation
Facilitator:	Dhruv Amin	Note taker:	Dhruv Amin
Timekeeper:	Jakub Kowal		

Attendees: Jakub Kowal, Rashmi Hazarika, Dhruv Amin

Please read: N/A

Please bring: N/A

Minutes

Agenda item: Reviewed Slides **Presenter:** Dhruv Amin

Discussion:

Went over each slide and made edits together. Ensured everything was cohesive and in order.

Conclusions:

All slides were done by the group.

Action items	Person responsible	Deadline
✓ Complete Slides	Dhruv Amin	12/03/2023
✓ Complete Slides	Rashmi Hazarika	12/03/2023
✓ Complete Slides	Jakub Kowal	12/03/2023

Agenda item: Presentation Runthrough **Presenter:** Everyone

Discussion:

Set a timer and went through the presentation as if we were actually presenting (to the best of our ability)

Conclusions:

We needed more work to be done on the presentation but are in a good position.

Action items	Person responsible	Deadline
✓ Practice Presentation	Dhruv Amin	12/03/2023
✓ Practice Presentation	Rashmi Hazarika	12/03/2023

Action items	Person responsible	Deadline
✓ Practice Presentation	Jakub Kowal	12/03/2023

Agenda item: Presentation Critiques **Presenter:** Everyone

Discussion:

We went around and discussed the areas of improvements that we saw in the presentations.

Conclusions:

We work together to improve on the presentation.

Action items	Person responsible	Deadline
✓ Gave 3 areas of improvement	Dhruv Amin	11/28/2023
✓ Gave 3 areas of improvement	Rashmi Hazarika	11/28/2023
✓ Gave 3 areas of improvement	Jakub Kowal	11/28/2023

Other Information

Observers:

None

Resources:

Laptops

Special notes:

