Team Meeting
Week 5

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

Attendees: Jakub Kowal, Rashmi Hazarika, Dhruv Amin

Please read: N/A

Please bring: N/A

Minutes

Agenda item:	Went over Submission Requirements	**Presenter:**	Rashmi Hazarika

Discussion:

Went over submission requirements for the final presentation and everything that needs to get done. Discussed when to finalize everything so we would be ready to submit.

Conclusions:

Everyone will take the

Action items	Person responsible	Deadline
✔ Make any Adjustments	Dhruv Amin	12/04/2023
✔ Make any Adjustments	Rashmi Hazarika	12/04/2023
✔ Make any Adjustments	Jakub Kowal	12/04/2023

Agenda item:	Mock Presentations	**Presenter:**	Everyone

Discussion:

We presented on a group call.

Conclusions:

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

Action items	Person responsible	Deadline
✔ Practice Own Part	Dhruv Amin	12/04/2023
✔ Practice Own Part	Rashmi Hazarika	12/04/2023

Action items	**Person responsible**	**Deadline**
✔ Practice Own Part	Jakub Kowal	12/04/2023

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

Discussion:

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

Conclusions:

We work together to improve on the presentation. Presentation is overall good, however, it needs to be longer. So we will practice speaking slower or adding a bit more information to talk about to reach the time limit.

Action items	**Person responsible**	**Deadline**
✔ Gave 3 areas of improvement	Dhruv Amin	12/03/2023
✔ Gave 3 areas of improvement	Rashmi Hazarika	12/03/2023
✔ Gave 3 areas of improvement	Jakub Kowal	12/03/2023

Other Information

Observers:

None

Resources:

Laptops

Special notes: