

Team Meeting Week 3

Date 11/19/2023

Time 7:00-8:00

Location:
Online Discord

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

Attendees: Jakub Kowal, Rashmi Hazarika, Dhruv Amin

Please read: N/A

Please bring: N/A

Minutes

Agenda item: Reviewed Slides **Presenter:** Everyone

Discussion:

Review what was already on the slides and talk about what each person plans on adding to them. Ensured the general layout of the slides was consistent and cohesive.

Conclusions:

Slides are started and cohesive for the presentation.

Action items	Person responsible	Deadline
✓ Finish assigned slides	Dhruv Amin	11/26/2023
✓ Finish assigned slides	Rashmi Hazarika	11/26/2023
✓ Finish assigned slides	Jakub Kowal	11/26/2023

Agenda item: Presentation Layout **Presenter:** Dhruv Amin

Discussion:

Discussed how to present and the flow of the presentation. Made sure everyone understood the topic and the general layout of how we would present.

Conclusions:

Action items	Person responsible	Deadline
✓ Practice own presentation section	Dhruv Amin	11/26/2023

Action items	Person responsible	Deadline
✓ Practice own presentation section	Rashmi Hazarika	11/26/2023
✓ Practice own presentation section	Jakub Kowal	11/26/2023

Agenda item: Reviewed responsibilities **Presenter:** Rashmi Hazarika

Discussion:

Make sure everyone knows what to be ready for the next time we meet and will be ready to do a mock presentation.

Conclusions:

Everyone understands what they need to get done and will be ready for the next meeting.

Action items	Person responsible	Deadline
✓ Complete necessary tasks	Dhruv Amin	11/26/2023
✓ Complete necessary tasks	Rashmi Hazarika	11/26/2023
✓ Complete necessary tasks	Jakub Kowal	11/26/2023

Other Information

Observers:

None

Resources:

Laptops

Special notes:

