

Team Meeting

12/2/22

6:00 pm

Online

Meeting called by:	Justin Tecson	Type of meeting:	Rehearsal/Final Meeting
Facilitator:	Shrey Patel	Note taker:	Marco Paparatto
Timekeeper:	Sean Slusarz		
Attendees:	Justin, Shrey, Marco, Sean		
Please read:	Discord chats/pinned messages		
Please bring:	Individual presentation notes (if any)		

Minutes

Agenda item: Final Presentation **Presenter:** The Group

Discussion:

Started off with me (Justin) calling the meeting for everyone to get together online on a call to run through our presentation. I presented both the introduction, the product Fastly, and the conclusion. Shrey presented the product, InterSystems. Sean presented the product, HarmonyHIT. Marco presented the introductions for each of the three products.

Conclusions:

Our flow in between the presentation of information could have been better. We decided that we would try to figure out how to meet in person to try a simulated presentation where we could better gauge our presentation skills.

Action items	Person responsible	Deadline
✓ Have final report ready to submit by tonight.	Justin Tecson	12/2/2022
✓ Work on our presentation's delivery in person	The Group	12/3/2022

Other Information

6:00 – 6:10 – The group joins the online Discord call.

6:10 – 6:30 – Each person looks over their portion of the slides, sees what they can improve on or how they can effectively present what is on there. (Last review to see if they want to change their slides or include more info)

6:30 – 7:00 – Did a quick run through of the slides and then presented. Our presentation was about 10 – 15 minutes as we experimented with our pacing and speed. We also critiqued each other, and offered suggestions as to how we could better explain a slide or what to do instead.

7:00 – 7:20 – Began working on the report now that we finished all our research. Concluded meeting and collaborated over Discord chat to coordinate the finishing touches on the report.

MEETING DURATION – 1hr 20 mins