

# Team Meeting

Date: 12/1/2022

Time: 6:00pm EST

Location: Virtual Voicecall

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Meeting called by:	Justin Tecson	Type of meeting:	Overall Review
Facilitator:	Justin Tecson	Note taker:	Sean Slusarz
Timekeeper:	Marco Paparatto		

**Attendees:** Marco Paparatto, Sean Slusarz, Justin Tecson, Shrey Patel

**Please read:** N/A

**Please bring:** N/A

## Minutes

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**Agenda item:** Finalize slides and decision, plan for presentation practice **Presenter:** Group

### Discussion:

Waiting for all members: 10 minutes

Talked about the state of the slides, and finalized it for the due date (December 2nd). 30 minutes

Decided on when we would get together and practice our slides. First rehearsal was decided for December 2nd. 3 minutes.

Closed Meeting. 43 minutes total.

### Conclusions:

Group is prepared mechanically, but needs to practice presentation and not speak over each other.

Action items	Person responsible	Deadline
✓ Submit Meeting minutes	Sean Slusarz	December 2nd
✓ Review Information	All	December 2nd

## Other Information

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### Observers:

N/A

### Resources:

N/A

**Special notes:**

Will have meeting minutes for the December 2nd meeting.