

Team Meeting

Date: 4/13

Time: 9:30 pm - 10:00 pm

Location: Webex Meeting

Meeting called by:	Sai	Type of meeting:	Weekly Update
Facilitator:	Sai	Note taker:	Saad
Timekeeper:	Saad		

Attendees: Saad, Neelaza, Sai

Please read: N/A

Please bring: Slides that were worked on

Minutes

Agenda item: Sai Presents Slides he worked on **Presenter:** Sai

Discussion:

Sai started to work on the intro with Neelaza as well as working on his AI relevance and Scenario

Conclusions:

Sai will continue to work on his slides

Action items	Person responsible	Deadline
✓ Work on Introduction	Sai	4/27
✓ Work on AI relevance & Scenario Slides	Sai	4/27

Agenda item: Neelaza Presents Slides she worked on **Presenter:** Neelaza

Discussion:

Neelaza started to work on the intro with Sai as well as working on her Fundamentals of AI & AI in general vs Generative AI slides

Conclusions:

Neelaza will continue to work on her slides

Action items	Person responsible	Deadline
✓ Work on introduction slides	Neelaza	4/27
✓ Work on Fundamentals of AI slides	Neelaza	4/27

Action items	Person responsible	Deadline
✓ Work on AI in General vs Generative slides	Neelaza	4/27

Agenda item: Saad Presents slides he worked on **Presenter:** Saad

Discussion:

Saad started to work on his potential negative impacts of AI on Jobs/Industry slides

Conclusions:

Saad will continue to work on his slides

Action items	Person responsible	Deadline
✓ Continue to work on potential negative impacts of AI on Jobs/Industry slides	Saad	4/27

Other Information

Observers:

N/A

Resources:

Webex, Canva Presentation Slides

Special notes:

N/A