| **Team Meeting** | **Date: 4/20****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 and slide info that were worked on |

# ***Minutes***

| **Agenda item:** | Sai talks about what he worked on | **Presenter:** | Sai |
| --- | --- | --- | --- |

#### **Discussion:**

Sai finished the intro with Neelaza. As well as continuing to work on his AI relevance and Scenario

#### **Conclusions:**

Sai will continue to work on his slides

| **Action items** | **Person responsible** | **Deadline** |
| --- | --- | --- |
|  |  |  |
| * Work on AI relevance & Scenario Slides | Sai | 4/27 |
|  |  |  |

| **Agenda item:** | Neelaza talks about what she worked on | **Presenter:** | Neelaza |
| --- | --- | --- | --- |

#### **Discussion:**

Neelaza finished the intro with Sai as well as her Fundamentals of AI slides she will continue to work on AI in general vs Generative AI slides

#### **Conclusions:**

Neelaza will continue to work on her slides

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

| **Agenda item:** | Saad Talks about what he worked on | **Presenter:** | Saad |
| --- | --- | --- | --- |

#### **Discussion:**

Saad finished gathering all of the information for his slides and will create and finish the slides by next meeting

#### **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, Google Docs

#### **Special notes:**

N/A