| Team Meeting | 04/04/20237:40pmVirtual (Discord) |
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| Meeting called by: | Farheen Ali | Type of meeting: | Sharing information |
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| Facilitator: | Tyler Ramos | Note taker: | Farheen Ali |
| Timekeeper: | Jacob Jones |  |  |

| Attendees: | Tyler Ramos, Jacob Jones, Farheen Ali |
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| Please read: | All articles and resources in our note-resources section of discord. |
| Please bring: | Laptop / Desktop / Phone, Camera, Microphone, Internet Service, Research of topic. |

# Minutes

| Agenda item: | Research Information Sharing | Presenter: | Farheen Ali |
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#### Discussion:

Each member was told to research information about the topic. During the meeting, everyone shared the information that they collected and gave each other input.

#### Conclusions:

The information was collected and good information was collected.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Leader of the meeting and making sure we were focused | Farheen Ali | Apr 9, 2023 |
| * Sharing information | Farheen Ali | Apr 9, 2023 |
| * Discussing the research | Farheen Ali | Apr 9, 2023 |

| Agenda item: | Planning for next week | Presenter: | Farheen Ali |
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#### Discussion:

For next week, we are planning to get more information that is needed. We will start to work on a presentation, assigned to who is doing certain slides.

#### Conclusions:

Work is being completed in a successful manner.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Research information | Sonia Daneshwar | Apr 11, 2023 |
| * Assigned slides to team members | Jacob Jones | Apr 11, 2023 |
| * Starting the presentation | Tyler Ramos | Apr 11, 2023 |

# Other Information

#### Observers:

N/A

#### Resources:

N/A

#### Special notes:

We are on track to complete the project successfully.