**3/31/23**

# Team Meeting 7:30PM

**Physical/Virtual - Discord**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting called by:** | Xavier Ruiz | **Type of meeting:** | Introductions |
| **Facilitator:** | Xavier Ruiz |  |  |
| **Timekeeper:** | Xavier Ruiz |  |  |

**Attendees:** Altin Marku, Thoa Le

## 5 Minutes

**Agenda** Introduce ourselves to each other & plan on how we **Presenter:** Xavier Ruiz **item:** communicate

**Discussion:**

Gathering times we are available, exchanging contact info

**Conclusions:**

Get Contact Info.

**Action items Person responsible Deadline**

✔ Exchange Info All team members By end of meeting

## 20 Minutes

**Agenda item:** Drafting the layout of our presentation **Presenter:** Xavier Ruiz

**Discussion:**

Before creating a presentation lay out the topics and discuss how we will present each

**Conclusions:**

Every Team member understands how we will section each topic

|  |  |  |
| --- | --- | --- |
| **Action items** | **Person responsible** | **Deadline** |
| ✔ | Xavier Ruiz | By end of meeting |

Drawn Diagram outlining the topics

### Other Information

**Observers:**

N/A

**Resources:**

N/A

**Special notes:**

N/A