

## Meeting Minutes - Team Meeting October 13th, 2022

Time	Notes
6:35pm	<b>Meeting Start</b> <ul style="list-style-type: none"><li>● All team members present<ul style="list-style-type: none"><li>○ Quintin pre-notified of being late in advance</li></ul></li></ul>
	<b>Presentation Finalizing</b> <ul style="list-style-type: none"><li>● Assigning each team member a slide</li><li>● Finalizing the slides</li><li>● Cutting down a few slides / combining slides to make the presentation shorter.</li></ul>
6:50pm	<b>Practice Presentation</b> <ul style="list-style-type: none"><li>● On time, everybody knows their slide</li></ul>
7:00pm	<b>Adjusting Presentation</b> <ul style="list-style-type: none"><li>● Increase the flow of the presentation</li><li>● Add in some clarifications</li></ul>
7:05pm	<b>Meeting End</b>