

Meeting Minutes - Mentor Meeting December 1st, 2022

Time	Notes
6:30pm	Meeting Start <ul style="list-style-type: none"> ● All team members present
	Presentation <ul style="list-style-type: none"> ● Wear what is comfortable - formal as possible but also something you can wear all day ● Practice PowerPoint - you wont be cut off but be mindful of time ● Vahid has his own presentation but will be present for ours ● One person has to be there at 9am <ul style="list-style-type: none"> ○ Everyone else needs to be there at 10am ● PowerPoint presentation after 3pm ● Poster session from 12pm - 2pm ● We have Italo as our facilitator - Vahid says he is a hard grader
	Project Requirements Doc <ul style="list-style-type: none"> ● Vahid thinks it is very good ● Give annotated hard copy to Micheal
	Tech Demo <ul style="list-style-type: none"> ● Running Apache AirFlow - basic version ● Vahid says we can have a simple presentation ● “Due to the nature of the project, we cannot predict what is going to happen” ● Do it next week for Vahid (online)
	Task Reports <ul style="list-style-type: none"> ● We have 1 more task report due next week ● Vahid says we should expand out the task reports - they are too brief <ul style="list-style-type: none"> ○ Doesn't want Micheal to think we are giving short reports
6:45pm	Meeting End