

## Meeting Minutes - Team Meeting December 5th, 2022

| Time   | Notes  |
|--------|--|
| 5:30pm | <b>Meeting Start</b> <ul style="list-style-type: none"><li>● All team members present</li></ul>  |
|        | <b>Tech Prototype</b> <ul style="list-style-type: none"><li>● Isaiah will finish it today</li><li>● Messaging Vahid about where our meeting will be held</li><li>● Ideally have it done by Thursday<ul style="list-style-type: none"><li>○ Hunter will send a message about whether the meeting is in person or not.</li></ul></li></ul> |
|        | <b>Demo Video</b> <ul style="list-style-type: none"><li>● 1-3 minute video<ul style="list-style-type: none"><li>○ Chris, Quinton, Hunter</li><li>○ Isaiah will be doing the prototype</li></ul></li><li>● Record video on Thursday after mentor meeting</li><li>● Use components of the PowerPoint from pitch</li></ul>                  |
|        | <b>Project Requirements Doc Final Draft</b> <ul style="list-style-type: none"><li>● Richard</li><li>● Due on Friday</li></ul>  |
|        | <b>Peer Eval #4</b> <ul style="list-style-type: none"><li>● Due the end of next week</li></ul>   |
| 5:45pm | <b>Meeting End</b>   |