

Team Meeting

November 17th, 2019

8:15-9:00pm

Zoom

Meeting called by: Team

Type of meeting: Review of Fall Presentation

Facilitator: Team

Note taker: Emma Levine

Attendees: Emma Levine, Evelyn Teti, Damarah Brown, Christine Tase

Minutes

Agenda item: Review & Prep for Fall Presentation

Presenter: Team

Discussion:

Fall Presentation

- Reviewed the layout/format and order of slides
- Determined the speakers for each slide
- Discussed and edited the script

Next Steps

- Decided that two follow up meetings are needed for practice runs of the presentation
 - Monday, the 18th and Tuesday, the 19th
- Emma to drive slide clicking during formal presentation on Wednesday, the 20th