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<b>Meeting called by:</b>	Amy and Becca	<b>Type of meeting:</b>	Going over updated pitch deck and site content with Amy and Becca
<b>Facilitator:</b>	Helen – sets up zoom meetings Elaina – sets and tracks agenda	<b>Note taker:</b>	Elaina DeHoratius
<b>Attendees:</b>	Evelyn Teti, Damarah Brown, Elaina DeHoratius, Helen Sanders, Christine Williams, Amy Lavin, Becca Zinn		
<b>Please read:</b>	Elaina's updated site content/notes sections of pp, updated pp slides (based off Amy and Becca's feedback between last Sunday's meeting and this Sunday's meeting) – Damarah, Elaina, and Christine attended it – read their notes		
<b>Please bring:</b>	Questions/comments about site updates and updated pp		

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### *Minutes*

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**Agenda item:** Go over update site content created and uploaded by Elaina, updated PowerPoint based off of Amy and Becca's feedback with Amy and Becca, and updated prototype video

**Presenter:** Elaina and Christine

**Discussion:**

- Went over site changes – Amy still had questions about DPM section
  - Liked digital analysis (finished)
- Went over PP updates – reordering it to make it more of a narrative, redid titles of slides so they could stand on their own, updated visuals – Amy and Becca liked the updates
  - Recommended how to practice/not read from script

**ACTION ITEMS:**

- Elaina will upload new pp to site, along with new prototype video if any changes are made
- Elaina will update Emma on DPM questions – she will update it for next week (will reach out to Amy about it as well)
- Complete OCEAN team evaluation by December 6
  - Elaina will send OCEAN our site link on December 5 (they will send us theirs that day as well)
    - Elaina spoke with Amanda about it
  - Helen will format it into report and send to Amy, Becca, and their team on December 7
- Team will edit rough draft of script for completion next Sunday meeting