Team Meeting **December 9, 2019**

8:00 – 8:30

Zoom

Meeting called by:	Team	**Type of meeting:**	Going over updated pitch deck, updated site (new aesthetics by Elaina), and final prototype video
Facilitator:	Helen – sets up zoom meetings Elaina – sets and tracks agenda	**Note taker:**	Elaina DeHoratius

Attendees: Evelyn Teti, Damarah Brown, Elaina DeHoratius, Helen Sanders, Christine Williams, Emma Levine

Please read: Elaina's updated script for team

Please bring: Questions/comments about site updates and updated pp

Minutes

Agenda item: Go over update site content (new color scheme by Elaina and aesthetics – new graphics created by Elaina), new prototype slide (embedded video by Elaina), and updated prototype video by Damarah/Christine, practice presentation (time it)

Presenter: Elaina and Christine

Discussion:

- Went over site changes – team liked new color scheme and updated graphics – SITE DONE
- Went over PP updates – new notes (finalized them), practiced PowerPoint presentation (time was under 15 – PRESENTATION DONE)
    - Will keep embedded video of prototype for presentation

ACTION ITEMS:

- Elaina will upload final pp to site after Christine and Evelyn finalize their script sections
    - Elaina needs to update notes sections of pp after they do this