

**Location:** EGR Rm. 108 (Capstone Room)

**Date:** 10/15/18

**Time:** 2:10 pm

**Abstract:** Finalize our presentation and practice

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### **Finalize Presentation**

- Go through the grading rubric and make sure everything is done correctly
- Most slides were not complete before coming to the meeting
  - Slides were due at midnight 10/14
- Went through what needed to be fixed for everyone's slides
- Spent 90 minutes fixing everyone's slides

### **Practice Presentation**

- Due to the majority of our team not having their slides done before coming to our meeting, we did not have any time to practice before team members had to go to class.
- Everyone was told to practice what they were going to say during the presentation and to send a message in the group chat if they needed any help with figuring out what to say on their slides

**Meeting Adjourned:** 3:50pm