

Meeting Minutes

Date: Nov 5, 2017

Time: 5:00 pm – 10:00 pm

Attended: All the group were attended

Topics:

1. Flow of Presentation
 2. Making of Presentation
 3. Mock Presentation
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Executive Summary

In this minute we are discussion about the presentation. For the presentation we have discussed about making of presentation, flow of presentation and then discussed about the mock presentation before going to do the actual presentation.

Flow of Presentation

For the flow of presentation as a team we have study the rubric for presentation and see the requirements of presentation. Then we have made a list of topics which we will be using in the presentation. Proof read the topic list and finalized the topics that will be using in the slides. Arrange the topics from first till end in order. The order of arrangement made it possible to make the proper flow of presentation

Making Presentation

For making the presentation first we have decided that will work together in next meeting on the presentation but considering that solution a bad idea as one of the member pointed out that we must do our parts separately and then merge all the parts to make the final presentation. This was good idea because in this way everyone will responsible for his part and secondly everyone will prepare his part properly for the presenting it.

Mock Presentation

Another decision we have made after the discussion about presentation has end. We have decided to do the Mock presentation before going to present it in actual. We haven't set the time of it but it decided that mock presentation will prepare us for the actual presentation and we will comments on each other's presentation and criticize the negative points. In this way each member of team will resolve the mistakes and will perform well in the actual presentation.