# **Attendance**

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Mac ID | Attendance (Yes/No) |
| Manager | **Andrew Krynski** | **krynskia** | **Yes** |
| Administrator | **Ahmed Mohamed** | **mohaa97** | **Yes** |
| Coordinator | **Borna Sadeghi** | **sadegb1** | **Yes** |
| Subject Matter Expert | **Jackson Lippert** | **lippertj** | **Yes** |
| *Guest* |  |  |  |

# **Agenda Items**

1. Start a work period for our final design report

# **Meeting Minutes**

1. Updates
2. Work period
   1. Jackson finished the executive summary
   2. Borna has written most of the introduction section

# **Post-Meeting Action Items**

1. *Get in contact with Ahmed to see when he can meet to finish off his assigned sections*