**Agenda for our meeting**

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| * Intro and Group Name | 5 mins |
| * Meeting style, Participation and leadership | 5 mins |
| * Discuss Milestones | 10 mins |
| * Discuss schedule | 10 mins |
| * Breakdown Milestones into smaller Achievable tasks | 20 mins |
| * Make Assignments | 10 mins |
| * Any other matters | 5 |