## Goal of the Week:

The goal for this week was to complete our Project Planning Paper. We also wanted to make sure we were prepared for our upcoming midterm presentation. We needed to discuss how we would prepare for our presentation and what important points will need to be discussed.

## **General Note:**

The team met up on Friday September 24, 2021, at 5:30PM. We started off by discussing our upcoming midterm presentation. Once we discussed our midterm presentation, we began working on the Project Planning Paper. We decided it was best if everyone took over certain sections so we can be more efficient. Finally, we discussed the Service Learning that Fitri had been looking into. We gave Fitri the thumbs up to accept the invitation of the sponsor.

## **Results and Conclusions:**

We decided that before our midterm presentation we needed to have another meeting in order to discuss how we would present. We finished our Project Planning Paper and went over it as a team. We decided that before 2:00PM on Sunday September 26, 202, everyone should look over the paper and make any changes If needed. Fitri then discussed the email we had received from a sponsor for our project. We let Fitri know that we accept the invitation from the sponsor, and he said he will email the sponsor and professor.

## **Next Steps:**

We plan on working on our Individual Journal, which is due on Sunday, September 26, 2021. We also plan on discussing how we will present for our midterm presentation. Finally, we are looking into making a plan to study for our upcoming skills assessment.