# Team Meeting

Date | time 9/6/2022 2:00 PM| Location via teams

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Meeting called by | Regular meeting | | Type of meeting | Check prospects and Deliverable 1 | | Facilitator | Lei | | Note taker | Shayekh | | Timekeeper | Shayekh | | Attendees Everyone Present  Please read [Please read]  Please bring [Please bring] |
|  |  |

## Agenda Items

|  |  |  |
| --- | --- | --- |
| Topic | Presenter | Time allotted |

|  |  |  |  |
| --- | --- | --- | --- |
|  | Verify Checklist Deliverable1 | MARK | 10mins |
|  | Presented Gantt Chart-project plan | BING BAI | 20mins |
|  | PROSPECTS | ALL | 30mins |

## Other Information

Observers: NONE

Special notes [Special notes]

Set meting with the professor on 9/7/22 to check our list of prospects and deliverable 1 format