**Teamwork Strategies Meeting**

**Date:** Jun. 07, 2023 **Time:** 2:55pm – 3:05pm **Location:** Zoom

**Chair:** Matheus

**Notetaker:** Edwin

**Attendees:** Matheus, Edwin, Olusegun, Christa

**Topic – Progress Report**

1. **Agenda Introduction (**2 min)  
   
 2. **Process Conversation** (3 min)

* Communication & Work
* Conflict Avoidance

3. **Progress Report** (3 min)

* Status report
* Project components

4. **Questions** (2 min)