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| **MEETING PARTICIPANTS** | |
| **CORE TEAM** | Noah Rieth  Molly Meadows  Xian Gao |
| **OTHERS** |  |
| **MEETING LOGISTICS** | Agenda: See below  Presentation: PPTX file, Zoom Recording  Meeting conducted: In person/ Zoom videoconference |
| **MEETING CONTENT** | Links to meeting [agendas](https://exbpbox.ent.box.com/folder/105865671517) , [presentations](https://exbpbox.ent.box.com/folder/105864713896) , [meeting minutes](https://exbpbox.ent.box.com/folder/105454255387) |

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| **MEETING SUMMARY** |
| **Agenda**   1. **Determine which Gantt chart to use** 2. **Figure out basic schedule and first tasks** 3. **Assign/Edit documents to be due!** 4. Send Product Requirements doc to Xian and Alex 5. Next Assignments/Tasks to be completed |
| **Notes**  **Old Business**   1. Project Timeline Review (Presenter) 2. Progress on Activity 1 (Presenter) 3. Activity 2 (Presenter)   **New Business**   1. Project Timeline Review (Presenter) 2. Progress on Activity 1 (Presenter) 3. Activity 2 (Presenter) |
| 1. **Other Topics (Team)** |