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| **MEETING PARTICIPANTS** | |
| **CORE TEAM** | Molly Meadows  Noah Rieth  Xian Gao |
| **OTHERS** | Dr. Min Xian  Dr. Alex Vakanski |
| **MEETING LOGISTICS** | Agenda: See below  Meeting conducted: Microsoft Teams videoconference |
| **MEETING CONTENT** |  |

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| **MEETING SUMMARY** |
| **Agenda**  **Listen and gain information from the clients!**  **-Know wants vs needs of our client**  **-Know why they want this project completed**  **-Know what progress/completion would look like to them!**  **After Meeting:**  **-Assign new roles**  **-Establish next meeting**  **-Work on budget/timeline**  **-Log information from meeting** |
| **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)** |