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| **MEETING PARTICIPANTS** | |
| **CORE TEAM** | Xian Gao  Noah Rieth  Molly Meadows |
| **OTHERS** |  |
| **MEETING LOGISTICS** | Agenda: See below  Presentation: PPT  Meeting conducted: 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. **What day/time should we have our Concept Design Review?** 2. **Fill out the concept design review slides together** 3. **Upload Files to Dr. Vakanski’s One Drive** 4. **Which library should we focus on using?** 5. **Send concept design to Dr. Vakanski for feedback** |
| **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)** |