* Decided to use Slack for communication between the team
* Find out schedule availability, most likely Thursday evenings
* Project leads (for weekly reports)
  + Tamarr: Weekly Reports: 1/4/20 - 2/14/20
  + Navid: Weekly Reports: 2/15/20 - 3/28/20
  + Uzias: Weekly Reports: 3/29/20 - 5/2/20
  + Danny:Weekly Reports: 5/3/20 - 6/11/20
* Send weekly reports on Friday
* Question for next meeting with Dr.Acken
  + for the project, is it REQUIRED to have voice recognition, keypad, and GPS or is it possible to have other options
* Review/Research notes on how to work on project if team decided to construct device