**MEETING AGENDA**

**[Week 4 MEETING 1 OF INTEGRATED PROJECT\_GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Review draft SOW-Part 1;

discuss preferred structures for mid-term presentation

***Date:*** 06/12/2024

***Time:*** 10:40 AM EDT ***Meeting Type:*** Virtual Meeting

***Timekeeper:*** Ira, Thomas ***Note Taker:***  Orange

***Attendees:*** Ira(Instructor), Thomas(Instructor), Luyang(Mentee), Orange(Mentee), Ruizhe(Mentee)

**AGENDA ITEMS**

| **ITEMS** | **APPROX TIME** |
| --- | --- |
| 1. Catch up chats | 5 minutes |
| 1. Review of Draft Statement of Work Part 1 | 15 minutes |
| 1. Discussion of upcoming Mid-term Pre and the Recommended Structure it | 15mins |
| 4. Expectations and QnA | 10 mins |

*Note: The meeting time is an approximation and is subject to change*