**MEETING AGENDA**

**[Week 3 MEETING 1 OF INTEGRATED PROJECT\_GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Check Assignment, Statement of work, EDA

***Date:*** 06/03/2024

***Time:*** 8:00 AM EDT ***Meeting Type:*** Virtual Meeting

***Timekeeper:*** Carlos ***Note Taker:***  Luyang

***Attendees:*** Carlos (Mentor), Luyang(Mentee), Orange (Mentee), Ruizhe (Mentee)

**AGENDA ITEMS**

| **ITEMS** | **APPROX TIME** |
| --- | --- |
| 1. Assignment Check | 10 mins |
| 1. Questions from last meeting | 10 mins |
| 1. Discuss Statement of Work/EDA | 50 mins |
| 4. Assignment before next meeting | 5 mins |

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