**MEETING AGENDA**

**[Week 4 MEETING 2 OF INTEGRATED PROJECT\_GROUP #Carlos]**

**MEETING INFORMATION**

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

discuss preferred structures for mid-term presentation

***Date:*** 06/13/2024

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

***Timekeeper:*** Carlos ***Note Taker:***  Orange

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

**AGENDA ITEMS**

| **ITEMS** | **APPROX TIME** |
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| 1. Catch up chats | 5 mins |
| 1. Review of Draft Statement of Work Part 1; discussion of concerns mentioned in the previous meeting (06/12/2024) | 10 mins |
| 1. Discussion of everyone’s roles and next steps to take | 20mins |
| 4. QnA | 5 mins |

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