**MEETING MINUTES –**

**[Week 5 MEETING 1 OF INTEGRATED PROJECT\_ GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Cancel and reschedule meeting

***Date:*** 06/20/2024

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

***Timekeeper:*** Carlos ***Note Taker:***  Ruizhe

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

**Meeting Documents**

* None

**Progress Report**

Team has completed the Statement of Work and is ready for review. The team has sent the data request email and are waiting for the data.

**Special Business**

1. **Reschedule for the meeting in next week**
   1. Because of the time conflicts, the whole team discussed with Carlos about canceling the meeting today and rescheduling the meeting next week, including the meeting with Thomas & Ira.

**Date and Time of the Next Meeting**

The students and mentors will meet on conference call on 06/24 Monday.

**Close**

All team members are waiting for data and are preparing for the presentation.

June 20, 2024

Recorded by

Ruizhe