**MEETING AGENDA**

**[Week 6 MEETING 1 OF INTEGRATED PROJECT\_GROUP #Carlos]**

**MEETING INFORMATION**

***Objective:*** Effective Presentations Progress Report

***Date:*** 06/24/2024

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

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

***Attendees:*** Carlos(Mentor), 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 2 | 15 minutes |
| 1. Discussion of Data and EDA work | 15mins |
| 1. Discussion of Presentation plan | 15 mins |
| 5. Expectations and QnA | 10 mins |

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