**MEETING AGENDA**

**[Week 6 MEETING 3 OF INTEGRATED PROJECT\_GROUP #Carlos]**

**MEETING INFORMATION**

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

***Date:*** 06/28/2024

***Time:*** 10:30 AM EDT ***Meeting Type:*** Virtual Meeting

***Timekeeper:*** Thomas ***Note Taker:***  Ruizhe

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

**AGENDA ITEMS**

| **ITEMS** | **APPROX TIME** |
| --- | --- |
| 1. Catch up chats | 5 minutes |
| 1. Feedback on so far progress | 30 minutes |
| 1. Review of Presentation | 30 minutes |
| 4. Expectations and QnA | 5 mins |

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